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TITLE:

- Customer Information System Assistant Project Manager, New Works, (The New Works Section is the Project Delivery section of the Iarnród Éireann Infrastructure Manager Department).

ROLE & PURPOSE:

- Deliver the Customer Information System (CIS) Project to authorized budget, time, quality and scope by:
 - Project Management of the CIS, Resident Engineering Team, Design Team and Contractors.
 - Effective utilization of in-house and external resources.
- Monitoring & reporting all aspects of the implementation of projects within New Works.
- To assist with the smooth implementation of projects within New Works.
- To provide advice, and assist with the implementation of arrangements required by applicable industry standards, regulations and legislation.
- Implementation of Iarnród Éireann and New Works Standards.
- To provide professional support in terms of management of projects undertaken by the Programme Manager, New Works.
- To deputise for the Senior Project Manager, as necessary, in the relevant disciplines within projects undertaken by New Works.
- The successful candidate will have responsibility for managing Projects including but not limited to the CIS project and other DART Expansion and New Works Projects as directed by the Programme Manager.

REPORTING RELATIONSHIPS:

REPORTS TO:

- Project Manager NTCC, New Works.

WORKING RELATIONSHIP WITH:

- External contractors.
- External consultants.
- Programme Managers, Project Managers, Planners, Task Leaders and Designers working within New Works.
- CCE, SET, IMO, RU Staff IM procurement, CIE Group IT, CIE Group Property, CIE Group Solicitors.
- Commission for Rail Regulation.
- External Agencies as necessary.

KEY QUALITIES:

ESSENTIAL:

- A Building, Engineering, Construction or Project Management degree.
- Member of Engineers Ireland or other relevant professional body.
- Minimum of 5 years project engineering experience in Railways or relevant engineering environment.
- Strong leadership, negotiation and interpersonal skills.
- Relevant general management and project management experience.
- Demonstrable ability to produce and manage budgets of similar projects.

DESIRABLE:

- Knowledge of Railway Systems, in particular Customer Information Systems.
- Knowledge of Commercial Building Construction.
- Knowledge of contract management and the Public Works Contract designed by the Employer.
- Knowledge of railway infrastructure.
- Knowledge of the Construction Regulations.

- Experience and understanding of the Commission for Rail Regulation Authorisation for Placing in Service (APIS) process.

COMPETENCIES:

- Commercial Awareness.
- Demonstrated experience with project management/construction site management.
- Strong leadership skills.
- Excellent communication skills.
- Established Specialist Knowledge.
- Demonstrable ability in planning and organising.

GENERAL MANAGEMENT RESPONSIBILITIES:

- **Safety:** To act as a focus for safety in line with the New Works Safety Management System (SMS) and to discharge your safety responsibilities as outlined by your reporting Manager and Safety Responsibility Statement (SRS).
- **Engineering:** To ensure that all projects are properly authorized and progressed in accordance with the Building regulations, IE and IM policy, standards and procedures.
- **Business:** To manage, coordinate and control all projects and related activities for your business.
- **People:** To ensure constant communication with all colleagues within your area and to support the People Management policy within the IM team.

SPECIFIC RESPONSIBILITIES:

ENGINEERING

- Assist the Programme Manager, New Works, in the development of Infrastructure.
- Responsibility in your area of control for the feasibility work, design, procurement, construction, commissioning and handover of projects.
- Responsible for ensuring that projects are managed in accordance with defined project management and control procedures.
- Responsible for the ongoing implementation of appropriate project and contract control mechanisms and for their monitoring and reporting.

SAFETY

- You will completely and fully deliver your responsibilities as specified in the Safety Responsibility Statement which accompanies this role.
- Observe and comply with all IE, IM and New Works department policies, standards and procedures and facilitate compliance with the Company's Safety Management System
- Undertake and manage, as appropriate, incident investigations as requested.
- Review on an on-going basis risks relevant to your role including both occupational and asset related risks.
- Ensure that all briefings on Safety are completed with all staff as necessary.

PEOPLE

- Comply with corporate HR policy and procedures.
- Management of internal and external project resources to deliver the CIS programme to the agreed scope, programme and budget
- Management of project stakeholders to ensure expectations are met throughout the project
- Lead and provide all necessary support to staff to enable the execution of their role.
- Communicate effectively with staff to ensure proper execution of tasks.

FINANCE

- Plan, monitor and report on all financial aspects of those works for which you are responsible.
- Ensure that all project expenditure is properly authorised.
- Prepare and manage budgets as necessary ensuring all chargeable and non-chargeable items (person hours) are accurately captured.
- Undertake all activities in line with the Iarnród Éireann governing procurement policies and procedures.

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- Support the Programme Manager in the preparation of quarterly interim and annual stewardship reports, identifying:
 - Performance against each objective.
 - Actual and forecast expenditure against budget.