



Reference No.	IM/HR/JD/204E
Version No.	1.0
Date Issued.	26/09/2018
Status	Live
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TITLE:

- Signalling Project Manager for the DART Expansion Project, Signalling, Electrical & Telecoms Department (SET).

ROLE & PURPOSE:

- The role of Project Manager for the DART Expansion project requires you to deliver the SE&T scope of the DART Expansion Project to an authorised budget, within the timeframe of an agreed programme and within a quality assurance regime.
- Project Management and reporting of the SE&T scope items of the DART Expansion Project
- Working with the Project Planner to develop, maintain and report on the programme for the DART Expansion Project
- Effective utilisation of in-house and external resources
- Implementation of systems, procedures and strategies to ensure an efficient and best practice approach to the delivery of the DART Expansion Project
- Being responsible for the budget and reporting of financial aspects of the SE&T scope for the DART Expansion Project

REPORTING RELATIONSHIPS:**REPORTS TO:**

- SE&T Programme Delivery Manager.

MANAGES AS DIRECT REPORTS:

- SE&T Project Engineer.
- SE&T Signalling, Telecom and Electrification technical leads.
- SE&T Assigned Planner.

WORKING RELATIONSHIP WITH:

- Contractors/Suppliers/Consultants.
- SE&T Technical Managers.
- Project Management Office (PMO).
- Chief Civil Engineers department,
- RU Staff.
- Commission for Rail Regulation (CRR).
- External Agencies as necessary.

KEY QUALITIES:**ESSENTIAL:**

- An Engineering, Construction or Project Management degree.
- Member of a Project Management professional body.
- Minimum of 10 years' experience as a project manager on a similar sized engineering project.
- Demonstrable ability to produce and manage budgets of similar complexity for multi-million euro capital projects.
- Strong leadership, negotiation and interpersonal skills.
- Relevant general management and project management experience.
- Experience and knowledge of contract management.

DESIRABLE:

- Knowledge or experience of working in a railway environment
- Understanding of Project Management Procedures.
- Knowledge of the Construction Regulations.
- Experience managing a multi-disciplinary team including; signalling, electrical, telecoms, civils, structures, track, environmental and construction elements.
- Ability to produce tender documentation.
- Experience and knowledge of technical approvals processes for track and signalling.

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

COMPETENCIES:

- Commercial Awareness.
- Demonstrated project management experience.
- 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 SE&T Department 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:

PROJECT MANAGEMENT

- Provide project management support to the SE&T Programme Delivery Manager.
- Responsibility for the project management for all stages of the project lifecycle from feasibility, design, procurement, construction, commissioning and handover of the project.
- 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.
- The successful candidate will have responsibility for managing SE&T aspects of the DART Expansion.

SAFETY

- Project Manage the APIS & SMS 14 processes.
- You will completely and fully deliver your responsibilities as specified in the Safety Responsibility Statement which accompanies this role.
- 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.
- Managing your team to ensure that responsibilities and priorities are appropriately assigned to achieve your safety objectives.
- 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.
- Promote the SE&T New Business Strategy

FINANCE

- Plan, monitor and report on all financial aspects of those works for which you are responsible.
- 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.
- 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.