



**BRIGGS**

**Job Profile: Senior Project Manager/Project Manager**

**Organisational setup**

- Location:	<b>Burton</b>
- Department:	Project Management
- Reporting line:	Lead Project Manager

**Main tasks & responsibilities**

- Work closely with both internal and external project and resource teams to drive projects from inception to completion through stage gate process.
- Ensure that the scope of work is defined both internally with the project team and externally with the Client.
- Communicate project status and progress to internal and external stakeholders.
- Manage project work to achieve assigned milestones and deliverables.
- Build relationships with key partners within the PMO that provide flexible and appropriate Project Management Support
- Prepare and submit budgets, project plans, and reviews for monitoring, reporting and approvals with stakeholders
- Participate with engineering, contractors and vendors for contract and deliverable negotiations.
- Establish the project team organization within the project parameters and the company matrix structure.
- Review, administer, control, and authorise project budget expenditures as required.
- This role will be measured on revenue, material purchases and management and engineering hours meeting or exceeding all agreed upon contract budgets and deliverables.

**Desired Knowledge & Experience**

- Familiarity with liquid foods, pharmaceutical and other FMCG projects would be an advantage.
- Bachelors degree in engineering or equivalent qualification required.
- Accreditation with a Project Management qualification would be advantageous.
- Must be versed in contract negotiation
- Strong communication abilities at both labour and management level is essential.
- Must carry strong interpersonal and communication skills and display a positive can-do attitude both internally and externally.
- [Senior PM] Minimum 10 years related experience, including 5 or more years managing engineering and/or construction projects/programs.
- [PM] Minimum 5 years related experience, including 2 or more years managing engineering and/or construction projects.
- This position will include periodic travel so candidates that have international projects experience and that have worked internationally would be at an advantage.

**Remarks:**

N.B: This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Due to the evolving nature and changing demands of our business this job description may be subject to change with your prior agreement.

You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the Company, subject to your agreement and such duties being suited to your skills, training, and competences.