

Job Description

Job Title	Project Control, Electrical and Instrumentation Engineer
Job Holder	
Reports To	Project Engineering Manager
Location	Billingham
Date	March 2017
Grade	Subject to job evaluation

Job Purpose

The Project Control, Electrical and Instrumentation Engineer is responsible the ensuring that the control, Electrical and instrumentation requirements of all capital projects delivered are technically fit for purpose and meet the statutory requirements.

Dimensions

Turnover	£100 million
Site Numbers	500
Overall Site Capital Projects Portfolio	£6 million over 30 to 60 projects annually
No of staff reporting to individual	None – may manage 3 rd Party contractors as required
Forward work plan	Up to 2 years
Number of Projects	Up to 20 projects annually dependent on project size
Project size	£10k to £2 million

Principal Accountabilities

Ensure of all projects are technically fit for purpose from a control, electrical and instrumentation perspective and meet the statutory requirements.

To provide control, electrical and instrumentation input to project governance reviews.

Report on project control, electrical and instrumentation engineering technical scope performance against the baseline plan and stated benefits of the project.

Identify the control, electrical and instrumentation engineering deliverables, based on the scope agreed by the Project Manager, and use these as a basis to assist in the provision the project estimates and project execution plan which will form part of the EP submission pack.

Responsible for providing the control, electrical and instrumentation engineering support to the project manager to ensure that the project will deliver the required benefits and is fit for purpose. Review and approve 3rd party control and instrumentation engineering content as required.

Responsible for ensuring that all control, electrical and instrumentation engineering scope change is agreed with the project manager prior to implementation through the life of the project.

Work with the project planner to agree control, electrical and instrumentation engineering resource requirements and milestones and to monitor progress against them.

Provide control, electrical and instrumentation engineering support to the cost controller to allow the generation of estimates at project commencement and for any potential scope change.

Facilitate the generation of the control, electrical and instrumentation engineering risks and mitigations for project risk register, (including 3rd part risk registers) and their ongoing management.

Ensure that any 3rd party control, electrical and instrumentation engineering contractors adhere to the overall project quality plan provided by the capital projects manager throughout the project lifecycle.

Work with the project engineering manager to ensure the appropriate contract is in place for any for any 3rd party contractors. This will typically be NEC3 forms of contract for professional and third part services.

Ensure that all identified contractors are suitably pre-qualified/ assured for the delivery of the project.

Any other duties commensurate with the role.

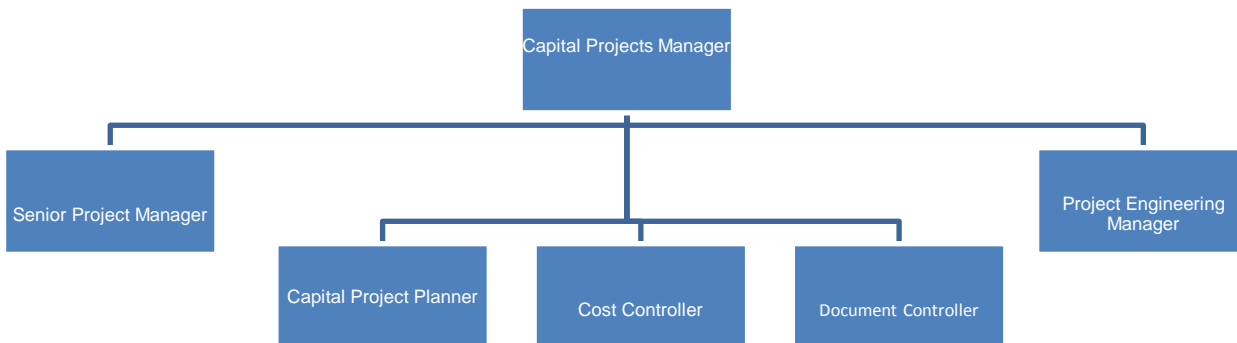
Competencies

Competency	Demonstrated Behaviours
Thoroughness	<ul style="list-style-type: none"> Follows up on incomplete answers to pin down the facts Acts to reconcile inconsistent forms of date. Takes action to tie up loose ends Checks to ensure data is accurate and sustainable Carefully prepares and checks details for key events, presentations etc Checks work for errors or omissions Keeps track of many details without forgetting items.
Independence	<ul style="list-style-type: none"> Takes a stand on critical issues Openly tests or questions the opinions of others Is prepared to disagree with colleagues or more senior people. Is prepared to question established systems and organisational norms and values
Concern for Impact	<ul style="list-style-type: none"> Effectively communicates in order to influence Considers in advance the impact of actions on others and adjusts actions accordingly Acts to ensure others understands complex information Considers the likely reactions of others and acts to address them in planning a communication
Rationale Persuasion	<ul style="list-style-type: none"> Draws on reason and logic in making a case Uses cost benefit arguments in order to influence Presents arguments based on factual information Relates solutions to the needs of the listener Focuses on the problem rather than the person in a debate.
Critical Information Seeking	<ul style="list-style-type: none"> Carefully structures questions to find out more about a problem. Identifies the most appropriate people possessing information relevant to a problem. Probes for sensitive, strategic information Talks to key people to gather information needed to make decisions or recommendations. Searches records or files for critical information
Concern for Standards	<ul style="list-style-type: none"> Sets high personal standards as an example Takes firm action on sub-standard performance Explicitly defines consequences of not achieving standards Checks on projects to make sure they are being done properly.

Special Features

1. The job holder will work in multi-disciplinary teams to ensure the control, electrical and instrumentation engineering requirements of projects are effectively and technically delivered to meet timeline and budget.
2. The job holder will be required to work in a cGMP environment.
3. The majority of the processes take place under sterile or aseptic conditions and the job holder needs to be aware of the engineering standards required for this type of operation.
4. The job holder will be required to work flexible hours to manage peak work demands which may include periods of shift work for plant start ups and technical investigations.
5. The job holder will consult with the line management over major technical issues and work planning but otherwise must be capable of operating with minimum supervision.
6. The job holder requires an honours degree or higher qualification in Control, electrical and Instrumentation Engineering (or equivalent) and ideally be chartered or working towards chartered status with a minimum of 5 years experience in the areas of design, commissioning, qualification and technical support.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date: