Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Engineering Manager</th>
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<tbody>
<tr>
<td>Job Holder</td>
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<tr>
<td>Reports To</td>
<td>Capital Projects Manager</td>
</tr>
<tr>
<td>Location</td>
<td>Billingham</td>
</tr>
<tr>
<td>Date</td>
<td>March 2017</td>
</tr>
<tr>
<td>Grade</td>
<td>Subject to job evaluation</td>
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Job Purpose

The Project Engineering Manager is responsible for managing the engineering team who ensure that all capital projects delivered are technically fit for purpose and meet the statutory requirements.

Dimensions

<table>
<thead>
<tr>
<th>Turnover</th>
<th>£100 million</th>
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<tbody>
<tr>
<td>Site Numbers</td>
<td>500</td>
</tr>
<tr>
<td>Overall Site Capital Projects</td>
<td>£6 million over 30 to 60 projects annually</td>
</tr>
<tr>
<td>Portfolio</td>
<td></td>
</tr>
<tr>
<td>No of staff reporting to individual</td>
<td>4 + 3rd contractors if required</td>
</tr>
<tr>
<td>Forward work plan</td>
<td>Up to 2 years</td>
</tr>
<tr>
<td>Number of Projects</td>
<td>Up to 60 projects annually dependent on project size</td>
</tr>
<tr>
<td>Project size</td>
<td>£10k to £2 million</td>
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Principal Accountabilities

Ensure of all projects are technically fit for purpose and meet the statutory requirements.

To provide input to project governance reviews.

Report on project technical scope performance against the baseline plan and stated benefits of the project.

Identify the technical 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 technical support to the project manager to ensure that the project will deliver the required benefits and is fit for purpose.

Responsible for ensuring that all technical scope change is agreed with the project manager prior to implementation through the life of the project.

Work with the project planner to agree technical team resource requirements and milestones and to monitor progress against them.

Provide technical 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 technical project risk register, (including 3rd part risk registers) and its ongoing management. Ensure the risk register is agreed and regularly reviewed with the project manager.

Ensure that the technical team and any 3rd party technical contractors adhere to the overall project quality plan provided by the capital projects manager throughout the project lifecycle.

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

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

Provide technical direction to supply chain for the negotiation of the purchase of any good and/ or services required for the delivery of the project.

Any other duties commensurate with the role.

**Competencies**

<table>
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<tr>
<th>Competency</th>
<th>Demonstrated Behaviours</th>
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| **Conceptual Thinking**     | • Understands how own tasks relate to the wider framework  
• Makes connections between facts and events that are not readily obvious  
• Related different pieces of information and recognises trends  
• Identifies the key factors in a complex problem  
• Relates the implications of events and trends in the external environment to the work unit or organisation.                                                                                                                                                                                                                       |
| **Thoroughness**            | • 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.                                                                                                                                                                                                                       |
| **Inter-personal awareness**| • Sees things from other’s view points  
• Draws inferences about other's concerns and interests  
• Understands the unspoken meaning in a situation  
• Detects the concerns, interests or emotions which lie behind what people say  
• Is aware of the feelings of others                                                                                                                                                                                                                                                                                        |
| **Rationale Persuasion**    | • 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.                                                                                                                                                                                                                                                                  |
| **Efficiency Orientation**  | • Finds ways to use time and resources more cost effectively  
• Points out redundant and unnecessary steps  
• Establishes plans to reduce inefficiency  
• Actively monitors costs  
• Actively reviews schedules to avoid unnecessary overruns                                                                                                                                                                                                                                                                  |
| **Concern for Standards**   | • 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.                                                                                                                                                                                                                                                            |
| **Independence**            | • 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.                                                                                                                                                                                                                                               |
**Special Features**

1. The job holder will manage/ work in multi-disciplinary teams to ensure projects are effectively and technically delivered to meet timeline and budget.

2. A key part of the role will be the development and continuous improvement of engineering systems based on good engineering practice which meet the Business needs.

3. The job holder will act as a mentor to other engineers to assist with their continuous improvement.

4. The job holder will be required to work in a cGMP environment.

5. 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.

6. 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.

7. The job holder requires an honours degree or higher qualification in an Engineering discipline (or equivalent) and will be chartered with a minimum of 10 years experience in the areas of design, commissioning, qualification and technical support.

**Organisation Chart**

- Capital Projects Manager
  - Senior Project Manager
  - Capital Project Planner
  - Cost Controller
  - Document Controller
  - Project Engineering Manager

**Signatures**

- **Job Holder:** ..........................  **Date:** ..........................
- **Manager:** ............................  **Date:** ..........................