

Role Profile

Title	Project Manager - Central Engineering (Ungraded Executive)
Department	Engineering
Location	O'Connell Street
Reports to	Direct line to Senior Engineer, and Chief Engineer Dotted line to Project Management Office (PMO)

Role and purpose

- Deliver projects in line with Dublin Bus project management standards and procedures
- Manage capital-funded projects within area of responsibility
- Act as a point-of-contact for property-related projects as required.
- Lead project teams and ensure the projects deliver strategic objectives
- Responsible for reporting and compliance on capex projects in accordance with the governance requirements of the funding source (i.e. National Transport Authority (NTA), Coras Iompair Eireann (CIE) or Dublin Bus own-funded requirements)
- Comply with all relevant Data Protection legislation
- Comply with all Quality, Environmental, Energy, Sustainability, Health and Safety policies and procedures
- Foster good relationships with employees, trade union representatives and relevant personnel in other departments of Dublin Bus and CIÉ Group of Companies

Working relationships with

Central Engineering department team
 All depot engineering teams
 Other Engineering Department functions
 Environment, Health and Safety department
 Project Management Office
 All Dublin Bus departments
 Trade Unions representatives
 All relevant external stakeholders

Areas of responsibility

Budgets and Expenditure

- Input into the engineering annual capital budget for Central Engineering function
- Monitor and report on capex expenditure against project budgets. Identify issues and take corrective action where required.
- Ensure accurate coding and allocation of all expenditure within areas of responsibility.

Project and Contract Management

- Manage a portfolio of projects that span one or multiple areas of Dublin Bus (initially the role will manage a suite of Engineering plant, equipment, and construction-related projects)
- Maintain a risk, assumptions, issues and dependencies (RAID) log for all projects.
- Manage and escalate risks and issues
- Develop risk mitigation strategies to manage project risks
- Develop, maintain, and submit high quality project documentation at key project gateways
- Set and continually manage project and programme expectations while delegating and managing deliverables with team members and stakeholders.
- Liaise closely with Project Management Office to satisfy reporting criteria for projects.
- Manage contracts and Contractors in relation to projects.

- End-to-end ownership of contracts, from specification development, liaising with Procurement Department, evaluation of tenders, contract award, performance management of contractors.

Reporting and Governance

- Project Manage projects within area of responsibility.
- Work closely with project sponsors to ensure that the projects under their sponsorship are delivered successfully
- Conduct project assurance at key milestones on projects, to ensure that each project is on track
- Ensure and continuously improve effective processes and procedures in relation to reporting, governance and project assurance
- Work closely with Finance Department or Project Management Office to ensure accurate project budgeting, accounting and forecasts.
- Prepare projects for handover once completed to include preparation of Project Safety Files and maintenance requirements

People Management

- Develop a positive and inclusive working environment and support competence and personal development of all employees within the team
- Manage performance of all direct report employees within own area
- Provide leadership, guidance and support to project engineers with a view to building sustainable project management capability within the department.

Safety

- Comply with all health and safety procedures and ensure procedures are followed as outlined in the Safety Management System
- Undertake and discharge the responsibilities of client, (and Project Supervisor Design Process where required), on behalf of Dublin Bus for capital-funded construction works.
- Ensure that capital construction projects are conducted in accordance with relevant Health and Safety Authority (HSA) guidelines

General

- Respond to Trade Union queries where applicable
- Ensure that the standards set out in the Quality Management System and appropriate to the role are implemented and maintained
- Liaise with the Environmental, Health and Safety (EHS) Department in Dublin Bus to promote and ensure incorporation of sustainability aspects within area of responsibility
- Act as lead point-of contact in the development of suitable contract types and specifications for Engineering capital projects
- Engage and manage external consultants as required
- Other duties applicable to position as agreed with management

Competencies

The following competencies represent the set of knowledge, skills and abilities required for the position.

Safety, Health and Environment: Promoting safety, health and welfare for our employees and our customers

- Awareness of Dublin Bus safety management system, safety priorities and relevant Health and Safety legislation.
- Aware of safety issues related to own role, department, and areas of responsibility
- Aware of safety standards and roles (e.g., client, contractor, PSDP, PSCS etc) within construction contracts as defined by the Health and Safety Authority (HSA).

Creative Problem Solving: The ability to generate innovative solutions to business challenges

- Ability to make good decisions quickly and under tight deadlines and pressures
- Identifies problems to be solved and applies experience to resolve problems
- Is able to bring clarity to complex problems / situations.

Leadership: The ability to ethically lead the business, living the values of trust and respect

- Takes personal responsibility for delivering positive outcomes for Dublin Bus
- Sets high standards with clear objectives and measures

- Inspires others to consistently perform at a high level and achieve their potential

Stakeholder Engagement: Developing appropriate influencing strategies to effectively build relationships with stakeholders

- Negotiates from a position of strong professional credibility to achieve successful outcomes for Dublin Bus while preserving stakeholder relationships
- Creates strong partnerships, at all levels, and across organisational boundaries, by being professionally credible, self-aware and flexible in influencing style.

Commercial Acumen: A quickness in understanding and dealing with a 'total' business situation

- Ensures that the correct resources are deployed to deliver services at an optimal cost
- Understands the cost drivers in each location and ensures adequate control measures are in place and are monitored to ensure compliance

The ideal candidate will meet the following requirements:

- Level 8 qualification in a relevant Engineering discipline.
- Professional project management qualification (PRINCE2 preferred)
- 5 years' experience in project management in an Engineering or construction-related setting with experience across the various forms of GCCC contract types and being part of multi-disciplinary design teams.
- A strong electrical background; either consultancy experience or contractor experience
- Experience in vehicle charging infrastructure, hardware and software a distinct advantage.
- Experience in compiling construction-related tenders including inputs required at tender stage. A working knowledge or experience of securing bonds, collateral warranties and all requirements to compile complete tender packs.
- Brings a highly structured approach to their work, while maintaining flexibility/agility to changing priorities
- Strong written communication and documentation skills
- Experienced managing multiple workstreams, projects and teams
- Strong working knowledge of office 365 suite
- Driving license and access to own transport