

Project Manager – Buildings (Hydrock, now Stantec) – Job Description

We are currently seeking a Project Manager to join our HnS Buildings team in any of our offices. Reporting to Lynsey Laycock, you will work closely with the technical team to ensure the successful delivery of projects to clients.

The role involves managing projects to meet health, safety, and contractual obligations while ensuring that projects are delivered on time, within budget, and to the highest quality standards.

Responsibilities also include managing people, collaborating across disciplines, mentoring team members, resource allocation, and contributing to business development initiatives.

Key Responsibilities

Project Delivery

- Act as Project Manager for multiple multi-disciplinary projects, undertaking project planning and be responsible for ensuring projects are delivered to profit and on programme.
- Ensure each multi-disciplinary team follows appropriate technical and quality process reviews to meet both external and internal expectations.
- Have a full understanding of the project contractual obligations.
- Where projects require, act as the key contact with the client throughout all stages of the project lifecycle, including pursuits and bids as well as project execution, delivery and closeout.
- Implement and manage change control procedures and ensure appropriate design checks are undertaken.
- Ensure the project adheres to all operational policies and procedures.
- Have a good knowledge of health and safety requirements and promote health, safety and wellbeing best practice.
- Where projects require, act as a representative of the organisation during project meetings and liaise with external parties to ensure seamless integration of design efforts.

Management

- Co-ordinate project resources in liaison with group managers taking into account project priorities and resource constraints.
- Support financial processes, including invoicing, forecasting, and debt recovery.
- Assist with the mentoring, motivation and development of staff, with particular focus on fostering best practice for project management within early careers staff.
- Develop team members, facilitating their growth through performance appraisals and constructive feedback.
- Contribute to company-wide initiatives aimed at improving processes and operational efficiency.

Business Development

- Build, maintain and manage strong client relationships through project delivery. This is key to success on existing work as well as winning more work from clients.
- In collaboration with the technical team; coordinate project bids including cost and budgeted profit, scope, contractual arrangements, experience and ensure overall bid quality.
- Engage in client management, fostering strong relationships through networking events and meetings.

Professional Development

- Attain or maintain Chartered or Incorporated status, fulfilling the associated professional competencies.
- Expand project management expertise through ongoing learning.
- Gain hands-on experience in project financial performance, resource planning, and team leadership.
- Participate in internal task groups to shape organisational best practices and enhance operational methods.

- Develop business development skills through exposure to fee proposal writing, client management, and marketing activities.
- Engage in structured mentorship opportunities to build leadership skills and guide team members' career progression.

Key Skills

- Degree-qualified (or equivalent) with a relevant degree and chartered status (or working towards) from a professional body (e.g., Engineering or Project Management Institution).
- Desirable: An appropriate project management qualification, such as APMP.
- Demonstrated understanding of project work programmes and commitment to delivering on agreed plans to the required standards and deadlines.
- Strong knowledge of project change control procedures and the ability to manage significant changes effectively.
- Customer-focused with a clear understanding of client expectations and the ability to respond appropriately.
- Ability to work independently and manage workloads with minimal supervision while maintaining high standards.
- Experience in making positive contributions to team direction and supporting team success.
- Punctual, attentive, and competent in adhering to client policies, procedures, and working practices.
- Strong decision-making skills, with the ability to identify, assess, evaluate, and solve problems.
- Committed to continuous professional development, with an emphasis on project management skills.