

	Job Description	
	Role	Electrical Project Manager
	Department	Projects
	Reporting line	Senior Manager, Projects
	Responsible for	MEP Projects in Jersey

General description:

AFM (“the company”) are a leading provider of FM and associated building services in the Channel Islands. Our purpose is to deliver high quality, sustainable solutions for our customers and local community.

Purpose of the Role:

The Electrical Project Manager will be primarily responsible for the management of Electrical projects from conceptual design to final handover to the customer & PPM teams as well as supporting the business with Project Management of M&E projects in their entirety.

As Business Manager, the role-holder is accountable for technical and service delivery, people management, customer service and fulfilment of contractual obligations, and Health and Safety (H&S) compliance.

The Role and Responsibilities (not limited to) are as follows:

Project Management:

Responsible for ensuring the efficient delivery of;

- MEP projects including;
  - o Estimating, procurement and cost control (Electrical);
  - o Design, specification and contract management (Electrical);
  - o Project delivery (M&E projects)
  - o Resource management (M&E projects);
  - o Quality control, commissioning & certification (M&E projects);
  - o Health and Safety management (M&E projects);
  - o Record drawings & O&M manuals (Electrical);
- Overseeing activities conducted by third party contractors and instructing works when necessary;
- Provision of site information/asset verification;
- Working in collaboration with the Electrical FM Services managers, using technical knowledge to assist with items such as tender returns and management of engineers;
- Assisting in the preparation of Projects business plans, helping to develop and grow the business by identifying new opportunities, maximising the opportunity to win quoted works;
- Identify opportunities to enable continuous business improvement including processes and procedures and development of new service provision;
- Provide day-to-day management cover in the absence of other Business Managers (including coordination of engineers, taking calls, signing-off time sheets);
- As a Business Manager in AFM, you may be required from time to time to undertake other tasks that fit your skill set but may not form part of your regular role.

#### Customer Management:

- Working with the contract and project managers to broaden our customer proposition, including providing specifications/quotations in line with regulations;
- Ensure contractual obligations are fulfilled and customer expectations are exceeded;
- Proactively introduce opportunities to the business for both contract and non-contract clients;
- Provide input as required to support marketing campaigns, with support from the Contract and Central Teams;
- Conduct ongoing reviews of product selection and suppliers/contractors for best offerings;
- Conduct regular site visits with Senior Managers/Project Managers as applicable ensuring positive interaction with customers and employees alike;
- Actively engage in client meetings or presentations where appropriate;
- Represent the Company at seminars, networking and client events such as relevant IWFM/trade shows where appropriate;
- Introduce agencies and accreditations into the business to enhance our service delivery offerings within the market place, as appropriate.

#### People Responsibilities

- Responsible for ensuring workload and resource requirements are met, including effective management of team absence (i.e. holidays, sickness, training), including the proactive assessment of holiday requests and completion of return to work interviews and documentation;
- Supported by Senior Management, responsibility for the development, coaching and mentoring of the Electrical / maintenance teams, including identification of training and development need, recognition and performance management;
- Providing technical and training support, as required ;
- Conduct regular team meetings, 1:1s and site visits to ensure open channels of communication and the wellbeing of the team;
- Promote a collaborative working relationship across the Projects and PPM teams as well as across the Company (Pan Island);
- Delivery of in house training/Tool Box Talks as required;
- Act in accordance with the AFM HR policy at all times;
- Occasional interisland travel for work activities, support and cross training.

#### Health and Safety:

- Ensure compliance with Company H&S policy and execution of the highest standards of H&S at all times;
- Support our Health and Safety Manager and the Health and Safety Committee in the fulfilment of their duties, ensuring they are kept informed and matters escalated to the Senior Manager/Project Manager as applicable;
- Ensuring compliance with current legislation and best practice in respective field and to carry out internal engineer audits;
- Ensure company policy and procedures are followed including ISO9001;
- Ensure accreditations with regulatory organisations are established and retained and that activities associated are fulfilled and embraced throughout the business (Pan Island).

Key attributes:

- Technically competent across a range of Electrical services;
- A sound knowledge of general construction, their practices, procedures, techniques, tools, materials, specifications and quality;
- Competent/experienced tradesperson with a good understanding of general building services/activities.
- Trade qualifications and/or time served experience;
- Proven people management experience;
- Act with professionalism and integrity at all times, as an ambassador both inside and outside AFM;
- Be passionate about customer service excellence and quality standards throughout AFM;
- Be a responsible employer, ensuring adherence to high standards of Health and Safety and compliance with Company Policies at all times;
- Strong interpersonal and communication skills and able to build trust with employees and clients;
- Ability to maintain the strictest of confidence in all matters relating to AFM business and in accordance with Company policy;
- Be market and commercially aware;
- Proactive approach to conducting works and problem solving;
- Highly organised and able to work under own initiative;
- Strong time management skills for self and others and ability to work under pressure;
- Ability to work both individually and as part of a team;
- Ability to manage processes and procedures.

General requirements for the role:

- Technical Competency in Mechanical & Electrical Services
- Formal Trade qualifications including 18<sup>th</sup> Edition and good knowledge of BS 7671 etc
- The role will require both site based and office based activity;
- Understanding of project management techniques;
- Must be computer literate; with operating knowledge in MS Suite of programs I,e Word, Excel, Projects
- Occasional interisland travel for work activities, support and cross training;
- Occasional out of hours work/attendance;
- Hold a full and current, category B driving licence.

Key systems responsibilities include:

- Compiling priced tenders from tender specifications and presenting this in adjudication meetings
- Efficient planning and delivery of works in line with pre-set targets and budgets;
- Motivation and mentoring of colleagues;
- Provision of high quality works that meet or exceed the expectations of our customers.

Personal Development/Training relating to the role may include:

- H&S Training; for example: IOSH Working Safely, Asbestos Awareness, Working at Height, tool box talks
- Professional/skills training; for example: Data Protection, Management Training
- In-House Training; for example: IT systems including CAFM, H&S, internal processes