



Functional Manager

NONE

Accountabilities

To be responsible for the entire scope required for successful delivery of projects from asset planning to asset operation. To deliver these by complying with Alliance Governance and processes specifically; Project Management, Health & Safety, Commercial, Risk & Value, Budget. Manage a delivery team and all key stakeholders.

Role Summary

- Responsible for delivery of projects:
 - on time and predictably
 - embedding sustainability principles
- safely and without detriment to the anyone’s health
 - efficiently to the Totex Delivery Process (see below) and within Governance
- utilising the most cost effective delivery route with the objective of outperforming.
 - using techniques to minimise the affect on our environment
- Assist the Integrated projects Leader (IPL) and liaise with the Technical Manager to establish the delivery strategy
 - Ensure the relevant safety management system has been employed, that it is kept up to date and the team have been adequately trained.
 - Co ordinate and manage the contract requirements relating to design solutions, construction and commissioning. Collaborate with the Technical manager as per the delivery strategy to ensure excellence in Health and Safety in design. Ensure the CDMC is advised at the start of design and agree the CDM strategy for the review of PCI, DRA, construction drawings and any other relevant information for the project.
 - Plan all aspects of the projects and agree every Plan for Stage with the IPL. Be responsible to the IPL for delivering all aspects of the project in accordance with the plan. Work closely with the Technical Manager (TM) to agree the technical resource required – work closely with the design & construction managers forecast & manage resource costs throughout the project. Agree clear standards & expectations
 - Ensure that sustainability principles in design and construction are fully applied in the projects; work collaboratively. Find the best solutions to meet the Alliance CR&S targets - sustainability in design & construction, minimisation of the energy use, carbon emissions, waste materials reduction & the supply chain.
 - Be accountable for the expenditure, efficiency challenge and overall out turn cost for the project including authorisation as per Governance.
 - Lead production management on all projects. Work with the production managers and site teams to reduce waste and minimise carbon – through materials, time and ways of working.
 - Work with the Design Manager and TM to monitor technical teams progress on all required deliverables - advise the IPL of any deviation from schedule or budget. Ensure regular production meetings take place and chair when necessary. Keep track of all scope changes and ensure that the change control process and technical query process are adhered to on all projects.
 - Ensure effective communication and interfaces with the supply chain and IProCT.
 - Work with the Enabling team to ensure that all relevant enabling activities are undertaken in a timely and cost-effective manner.
- Be responsible for ensuring the change control and early warning process is followed. Manage and record all change.
 - Agree the project resourcing and team structurewith the IPL.
 - Liaise with the customer and all other stakeholders to clarify requirements and agree project objectives and priorities. Maintain stakeholder involvement in key decisions. Ensure the achievement of high quality customer service and satisfaction. Be the main interface between design and site teams.
 - Manage project risk and opportunities effectively - take responsibility for the identification, allocation and management of the project risk and opportunities, taking effective mitigation measures to reduce risk.
 - Ensure that design output is aligned with construction activity and delivered on time and vice versa.
 - Be accountable for the commercial objectives specific to the project - ensure necessary reporting & information is delivered on time, to the required standard.
 - Utilise the skills and knowledge of all team members- encourage an environment of continuous improvement. Support IPL to maintain team energy and focus when work is difficult and results hard to achieve. Provide guidance to less experienced team members- assist with the mentoring and development of staff to reach their maximum potential. Provide feedback to the Discipline Heads for one-to-one technical reviews of engineering staff and ADRs.
 - Maintain excellent communications with the IPL, Design Manager and TM. Recognise and report key issues before they become problems. Assist the Production Manager to maintain the Performance Board - utilise the board to keep the team updated about progress against objectives.
 - Be responsible for the project programme. Work with the Planner, design team and site team to update the programme as required.
 - Continuously manage the expectations of the customer to ensure a seamless transition of asset ownership.
 - Ensure the effective and efficient close out of all projects to meet the clients requirements and enable final accounts completion.

Deliverables

- Hyperlink to:

- TDP and Deliverables with Accountabilities & Responsibilities
- The stage gate delivery process

- Risk & Value principles

- Standard Products
- Lean techniques, to increase predictability & Productivity whilst reducing waste.

- Recruitment & ADR Processes

Leadership

Team	Collaboration	Judgement & Decision making	Prioritisation & Planning
Integration	Communication	Responsibility & Ownership	Challenge & Personal Development

Functional Reports

NONE

Delivery Reports

