

Task Description: Project Manager	Name
Reporting to: Managing Director	Name: John McGibbon

v1.03.2020

Company Message:

PAR Systems Ltd. are a specialist Nuclear Site Service company, able to design, build and maintain a huge variety of remote handling and associated equipment to exacting standards. It is our mission to:

- To be our customers' first-choice partner to deliver their operations and projects in the nuclear industry.
- To be an industry leader in nuclear site equipment supply, upgrade and support.
- To grow and support our team to develop world class skills and to provide quality, sustainable employment.

Our business is unique in the industry and our success is based on the skills, knowledge, and experience of our team, together with our attitude and determination to deliver to our customers' requirements.

Our Core Values:

Integrity & Honesty - It is who we are and what we do every day that makes us proud to be part of PAR Systems Ltd.

Customer Driven - We can best meet our customer's needs by delivering innovative, high quality solutions as partners

Growth Oriented - Through continuous innovation, we strive to be the leader in our fields and grow profitably

Individual Responsibility - Our corporate success occurs with each individual taking personal responsibility for being the best at his/her job and working together to safely meet customer's needs.

Open Communication - We demonstrate our respect for one another and our customers through consistent, forthright, and open communications.

Develop Our People - The success of the individual and of PAR Systems Ltd is a shared responsibility and occurs as each person grows through continual development.

Summary and overview of the role:

Reporting to the Managing Director and based at our Lillyhall, Workington facility, the Project Manager (PM) will be a key asset in PAR Systems Ltd. and is expected to contribute to all areas of the business. The (PM) will play a pivotal role in managing significant functions within our business unit. You will oversee complex engineering projects from inception to completion, ensuring they meet project requirements, adhere to safety standards, and align with our company's values and philosophy.

Minimum Essential Qualifications/ Experience and Role Requirements:

- Educated to degree level or equivalent in an Engineering or Project management discipline
- Chartered membership of a professional institution (desirable).
- Practical experience of engineering, apprentice trained or with significant site experience.
- Experience of leading a multi-disciplined team to high performance across a range of nuclear engineering functions.
- Experience in remote handling and robotics and/or other electro-mechanical nuclear businesses.
- Extensive industrial experience in a regulated industry with significant proven management experience
- Understanding of project processes and extensive working experience in the use of Microsoft Project software
- A proven track record in project delivery.
- Able to obtain security access to nuclear installations. (BPSS – P4/SC Clearance)
- Proficient in the use of modern IT systems (i.e., Microsoft Word, Excel, PowerPoint etc.).
- Excellent written and verbal communication skills.

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Competencies:

- **Communication** - Has excellent communications skills both verbally and in writing. Is respectful and professional in all interactions with colleagues and customers alike. Encourages open communication and uses tact and discretion in dealing with sensitive information. Keeps the team informed of decisions and directives as appropriate.
- **Teamwork** - Builds networks internally and externally, cooperating with individuals and teams across all areas of work.
- **Planning and Organising** - Sets clearly defined objectives for themselves and the Design Team. Identifies and organises deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines, milestones and costs.
- **Achieving Results** - Capacity to set goals for self and others, proactively identifies new opportunities, and focuses on personal development goals.

Duties, Skills and Responsibilities:

- Proficiency in working with senior management to set project and operational targets.
- Exceptional negotiation and diplomacy skills, with the ability to make a compelling business case to senior stakeholders.
- Self-driven, results-oriented, and positive outlook.
- Strong management skills, with the ability to motivate teams to achieve compliance and high standards.
- Excellent organisational, planning, and time management abilities.
- Sound knowledge of the Nuclear engineering industry.
- Ability to ensure standards and specifications are met.
- Plan and design the project and proactively monitor its progress, resolving issues and initiating corrective action and/or change control requests as appropriate.
- Ensure proper planning and baseline management.
- Manage the project budget.
- Expert level knowledge of NEC3 and NEC 4 contracts and the management process.
- Ensure the co-ordination and delivery of the project.
- Escalate risks (threats and opportunities), issues, actions, and decisions to the Management Team as appropriate.
- Initiate extra activities and interventions wherever gaps in the project are identified or issues arise.
- Ensure the quality assurance, overall integrity, and coherence of the project.
- Report progress to the Management Team and other forums as required.
- Foster good staff relations and high motivation within the team.

Signed (Employee):

Date:

Signed (Manager) :

Date: