

## Role Profile

<b>Role:</b>	<b>Senior Project Control Engineer</b>
<b>Function:</b>	Projects Group
<b>Salary Band:</b>	9
<b>Post reference:</b>	PMS29
<b>Job Evaluation Date:</b>	11.07.2016
<b>Role statement of purpose:</b>	To co-ordinate and lead Project Control services to the designated programmes and projects, to facilitate the delivery of projects to time, cost and quality
<b>Reports to:</b>	Project Controls Manager

	<b>Key Role Outputs(KROs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>	<b>Key Actions</b> <i>These set out how the KROs will be achieved – the activities required.</i>
<b>1.</b>	Project Set-up	<ul style="list-style-type: none"> <li>• Co-ordinate the management of complex data sets for a group of projects (70+) and programmes (5-10) in MIS (SAP and Primavera) systems structured in line with project technical documents;</li> <li>• Create project structures in MIS to support effective budget control;</li> <li>• Modify project structures in support of Project Managers to ensure that projects can be managed and their performance reported on;</li> <li>• Set up project team structures to allow the project team to time-book, following all TfGM processes and guidance.</li> </ul>
<b>2.</b>	Schedule Development	<ul style="list-style-type: none"> <li>• Direct the Project Managers in the development of integrated TfGM control &amp; detailed schedules;</li> <li>• Provide critical path analysis and scenario planning and identify who is responsible for delivering the work;</li> <li>• Oversee the resource loading of schedules with TfGM internal resources and provide resource histograms / labour unit forecasts for senior management;</li> <li>• Oversee the writing of schedule commentary</li> </ul>

		<p>documents for gateway review submissions;</p> <ul style="list-style-type: none"> <li>• Oversee the development and maintenance of a time-phased budget baseline for projects and programmes, against which projects can be approved and performance can be measured;</li> <li>• Ensure that all project schedules comply with TfGM best practice guidelines;</li> <li>• Produce high level strategic plan for TfGM Project and Programme forward work load.</li> </ul>
3.	Set up Earned Value Management System in Accordance with Agreed Procedures	<ul style="list-style-type: none"> <li>• Work with other Senior Managers to influence and persuade other business areas to adhere to best practice guidelines;</li> <li>• Ensure that an appropriate Earned Value system is implemented consistently across appropriate projects and programmes allowing for cross analysis;</li> <li>• Identify potential delivery alternatives to achieve the same function at a reduced cost supporting value management.</li> </ul>
4.	Project Performance Monitoring & Reporting	<p>Be responsible for consistency and quality across all programmes including:</p> <ul style="list-style-type: none"> <li>• Periodic progress update process / schedules;</li> <li>• Identify and evaluate schedule and cost deviations on a periodic basis;</li> <li>• Analyse complex project data and write technical management level progress reports;</li> <li>• Analyse complex NEC contract programmes for technical and schedule quality;</li> <li>• Develop revised estimates of cost at completion based on performance to date, commitment values and estimates for future conditions;</li> <li>• Provide comparative analysis against performance measurement baseline;</li> <li>• Co-ordinate all project (both internal and external) reporting to tight timescales whilst managing conflicting priorities effectively.</li> </ul>
5.	Cost Control	<ul style="list-style-type: none"> <li>• Evaluate and appraise complex and technical cost estimates and delivery schedules from sub-contractors and consultants;</li> <li>• Analyse complex NEC contract programmes for compensation events and extensions of time;</li> </ul>

		<ul style="list-style-type: none"> <li>• Co-ordinate the raising of project purchase orders using the MIS system; correctly assign the Project Manager at network level;</li> <li>• Review project commitments periodically and escalate appropriate actions to the Project Manager;</li> <li>• Liaison with suppliers, providing expert advice to the Project Manager in matters relating to the co-ordination and approval of Contractor valuations and applications for payment including analysis of complex technical contractor schedules;</li> <li>• Ensure all direct costs are accurately recorded in the correct part of the Work Breakdown Structure, identify and manage undistributed budget;</li> <li>• Use Primavera to extract project forecast costs for production of quarterly Capital Expenditure Monitoring Returns (CEMRs); review forecast costs with the Project Manager and compile master CEMR spread sheet;</li> <li>• Be responsible for influencing and embedding Project Control requirements into works contracts and ensure adherence to the contractual requirements by external contractors.</li> </ul>
6.	Effective Project and Programme Risk, Issue and Opportunity Management	<ul style="list-style-type: none"> <li>• Develop and issue Schedule Risk Analysis models;</li> <li>• Work closely with the Risk Manager to ensure that appropriate schedule and cost information is provided to assist in the identification and assessment of risk, issues and opportunities;</li> <li>• Managing change control and draw down of contingency;</li> <li>• Provide schedule and planning advice at Risk and Issue management workshops.</li> </ul>
7.	Change Management	<p>Be responsible for the management of cost and schedule change at all levels of the project / programme including:</p> <ul style="list-style-type: none"> <li>• Establishing the appropriate form of change request, use MIS systems to advise Project Managers on current project budget versus actual and forecast costs; identify project budget opportunities in collaboration with the Project Manager;</li> <li>• Evaluate any impact of the change to</li> </ul>

		<p>schedule and/or budget;</p> <ul style="list-style-type: none"> <li>• Compose the Project Controls input to the change request;</li> <li>• Implement approved change requests in a timely manner to MIS systems ensuring that all TfGM change processes are followed.</li> </ul>
8.	Project and Programme Reports and Processes	<ul style="list-style-type: none"> <li>• Actively support the Project Controls Manager in the development of best practice procedures;</li> <li>• Actively input into the continuous improvement of the Project Controls Department;</li> <li>• Produce and author of departmental reports and procedural documentation.</li> </ul>
9.	Procurement Schedules and Tender Reviews	<ul style="list-style-type: none"> <li>• Work closely with Procurement to establish appropriate procurement processes;</li> <li>• Prepare procurement schedules.</li> <li>• Actively contribute to the tender process by reviewing contractor schedules and tender packs.</li> </ul>
10.	Implementation and Continuous Improvement of Processes and Procedures	<ul style="list-style-type: none"> <li>• Be prepared to proactively challenge existing approaches;</li> <li>• Continuously seek and exploit opportunities for improvement.</li> </ul>
11.	Manage the Effectiveness of Project and Programme Delivery Teams	<ul style="list-style-type: none"> <li>• Monitor the outputs of external and internal project and programme teams;</li> <li>• Manage the recruitment process for the Project Controls team;</li> <li>• Appoint consultants and staff as required;</li> <li>• Take responsibility for setting detailed Project Controls task briefs with key deliverables, monitoring progress and taking appropriate action to ensure performance against defined time, cost and quality criteria.</li> </ul>
<p><b>Compulsory Outputs (COs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i></p>		<p><b>Key Actions</b> <i>These set out how the COs will be achieved – the activities required.</i></p>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> <li>• TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities)</li> <li>• Bus Operator contractual management</li> <li>• Dignity at Work policy;</li> <li>• Information assurance and security in line with</li> </ul>

		<p>Cabinet Office requirements;</p> <ul style="list-style-type: none"> <li>• Risk management</li> <li>• TfGM policies and procedures</li> <li>• Equality and diversity legislation</li> <li>• TfGM Vision &amp; Values</li> <li>• Act in accordance with TfGM’s behaviours and competencies</li> </ul>
<b>C2</b>	Any other reasonable duties as required from time to time	

### Key Interdependencies

<b>Key Contacts</b>	<p>Project Controls Manager          Project Control Engineers          Project &amp; Programme Managers          Risk Analysts &amp; Managers          Project Information Managers          Cost Engineers          Financial Accountants          Project Coordinators          External consultants, contractors and suppliers</p>
<b>Direct reports</b>	Line management of internal staff or consultants as directed including Assistant Project Control Engineers and Project Control Engineers
<b>Budgetary responsibility</b>	Commissioning work within parameters agreed with line manager
<b>Location</b>	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
<b>Created By:</b>					
<b>Julian McCormick Sept 2011</b>	Julian McCormick July 2016	Lynne England January 2019	Lynne England June 2022		

<b>Senior Project Controls Engineer</b> <i>(Knowledge, skills and experience required at selection stage)</i>	
<b>E</b>	<b>Essential Experience:</b>
E1	Demonstrable experience of managing working in a Project Controls environment allowing a comprehensive knowledge and understanding of the fundamental principles and techniques
E2	Experience of change control covering both schedule and cost
E3	Senior level experience of managing the Project Control for multiple projects and programmes
E4	Experience of project planning using different software packages including Primavera
E5	Ability to compile clear and concise technical and non-technical reports for a range of audiences
E6	Project Controls experience supporting projects managed under an NEC form of contract
E7	Demonstrable knowledge of project management techniques
E8	Track record of influencing and coaching colleagues in new procedures
E9	Demonstrable understanding of project risk management
E10	Evidence of People Management skills
E11	Good presentational skills evidenced by attending and presenting to public meetings, project exhibitions, consultation events, public inquiries and similar
<b>D</b>	<b>Desirable Experience:</b>
D1	Project controls experience in both client and private sector organisations
D2	Knowledge of multi-project resource planning
D3	Demonstrable knowledge of agile project management techniques
D4	Broad knowledge of public transport issues and transport in general
<b>EQ</b>	<b>Essential Qualifications – Technical, Vocational or educational:</b>
EQ1	Educated to degree level or equivalent experience
<b>DQ</b>	<b>Desirable Qualifications – Technical, Vocational or educational:</b>
DQ1	Introductory or Foundation Project Management qualification.
DQ2	Willing to study and work towards obtaining an Introductory or Foundation Project Management qualification.
DQ3	Affiliation to professional body (Association for Project Managers, Association of Cost Engineers)
<b>EA</b>	<b>Essential Attributes:</b>
EA1	A clear understanding of the work programme and the contribution expected of you and your colleagues.
EA2	A commitment to deliver the agreed work plan to the timescale and standards required.
EA3	An understanding of the processes in place to deliver streams of work.
EA4	An approach of ‘no surprises please’ – keeping your manager and others informed of the potential for significant change to the work plan – unexpected delays or outcomes, changes in resource requirements, an inability to gain commitment from other key contributors.
EA5	Personal behaviour that is in line with the TfGM statement of values and behaviours.



EA6	An ability to work effectively with colleagues whose work will be impacted by your activities, and of those where you will be affected - managing the interdependencies.
EA7	Punctual and attentive
EA8	Pride in consistently delivering work to required standards and deadlines
EA9	Competent in adhering to TfGM policies, procedures and working practices.
EA10	Prepared to assist others to manage fluctuations in workload.
EA11	Ability to monitor compliance and to give constructive feedback
EA12	A customer focused approach - an understanding of, and appropriate response to, the expectations of the TfGM and external customers the role holder must work with.
EA13	A commitment to manage and review your work on a regular basis.
EA14	An ability to work without close supervision.
EA15	Able to make positive contribution to work teams.
EA16	Ability to achieve results through others
EA17	Ethical behaviour towards internal and external stakeholders.
EA18	Ability to Influence others and gain their commitment and enthusiasm
EA19	Methodical approach to implementing processes, procedures and practices
EA20	Ability to actively seek, identify and implement opportunities for continuous improvement
EA21	Ability to communicate clearly and concisely and know when it is appropriate to be assertive