

NATIONAL ROADS AUTHORITY JOB DESCRIPTION

Job Title: Senior Project Manager
Grade I: \$ 75,228 - \$ 101,160
Team: Project Management

Job Holder:
Reports to: Deputy Managing Director

1. JOB PURPOSE

The purpose of role is to organize, direct, coordinate and administer Capital Road Works, from initial client liaison through to defining the project requirements, master-planning, design, procurement, construction and commissioning.

The post holder leads the project management team to deliver projects on time, and on budget, with the highest quality and safety of the works. These works may involve sorting out various small or large projects, conducting research, procuring project materials, project development, recording minutes during meetings, scheduling and updating project data.

2. DIMENSIONS

The post holder will help create and implement project work plans, revise plans details based on client needs and project requirements for between 1 to 5 capital roads projects per annum. The value range of capital roads projects is between CI\$10 – CI\$15 million per annum).

3. PRINCIPAL ACCOUNTABILITIES

Contract Management and administration:

1. Direct the management and planning of projects, component parts and contracts to avoid issues and risks.
2. Proactively resolve issues as these occur and escalate as appropriate.
3. Prepare SLA (Service Level Agreements) and adjustments
4. Prepare and review payment invoices, prepare payment certificate and issue certificates as required by contract.
5. Ensure that the projects managed are carried out in accordance with Governments Regulations particularly with respect to procurement.

Communication and Reporting:

1. Communicate with stakeholders regarding project needs and goals.
2. Keep track of and report on project progress
3. Prepare Monthly Report on projects managed.
4. Update Senior Manager on changed project metrics relating to scope, cost, time and quality.
5. Schedule meetings, record minutes during meetings and update project data accordingly.
6. Provide non-project assistance in communicating to clients when required.

Project Management and Administration

1. Ensure that appropriate project administrative records are maintained to ensure efficient management of the project and to protect government interests. (i.e. protect against contractual claims / legal action etc)
2. Contribute to the planning and development of projects.
3. Support the coordination and management of projects
4. Perform administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
5. Research product, specifications and other industry information as required.

Quality Assurance/ Site visits

1. Maintain site log / site visit report of all site visits to works sites; documenting all activities, conditions, discussions and work performed to include photo evidence
2. Help develop, improve and apply internal quality systems and procedures to enhance the delivery of projects.
3. Implement and monitor corrective and preventive actions, prepare reports to communicate outcomes of quality activities.
4. Monitor risk management activities. Responsible for maintenance of the document management systems, assure ongoing compliance with quality and industry regulatory requirements.
5. Determine that methods used are appropriate to deliver desired results as required by plans and/or specifications given.
6. Provide quality assurance reviews to ensure that work is done to industry standards.

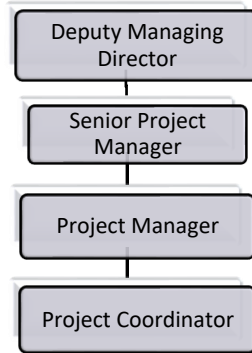
Procurement Management

1. Manage the procurement of projects and ensure it is in line with procurement regulations and guidelines.
2. Assist with the preparation of Tender documentation- tender advertisement, tender brief opening paper and tender evaluation report.

General

1. Carry out other duties assigned by the Deputy Managing Director or other duties that may be assigned from time to time by the Managing Director.
2. Participate in the annual Hurricane Preparedness Exercise and execute hurricane duties when required

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for the planning, design, construction and maintenance of all Government roads, car parks and any other projects that may be assigned. In this regard, the major responsibilities include planning, design, budgeting, construction, maintenance and cost efficiency of these projects.

The NRA is also the Statutory Authority responsible for the regulation of Explosives which includes the storage, inspections and the use of Explosive products as well.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

- A degree in civil engineering with at least five (5) years practical and relevant experience, or applicable industry experience of at least fifteen (15) years.
- Project management certification is encouraged (CAPM/PMP or similar)
- Proof references of experience in delivering major road projects from start to finish

The post holder must possess the following skills:

- Proficiency in computer applications (Word, Excel, PowerPoint & Outlook, etc.) as well as experience in creating project schedules and project budgets in electronic format.
- Experience in management of road construction projects including base construction, drainage, utilities, and concrete.
- Proven project fiscal responsibility
- Strong oversight abilities – ability to lead and manage field operations
- Ability to keep track of all documents, reports and other countless information pertinent to projects
- Ability to keep all parties (subcontractors, superintendents, etc) informed at all times throughout the project
- Ability to conduct meetings comfortably in front of multiple parties (e.g. engineers, superintendents, contractors, etc.)
- Must be self-motivated and demonstrate a high level of professionalism.
- Forward thinking with the ability to multi-task, whilst working under deadlines and other office pressure.
- A working knowledge of the Procurement Act and the Procurement Regulations.
- Confidentiality, complete objectivity, impartiality and independence are essential.

Competencies

Delivery of Service – Takes a methodical approach to work, prioritize tasks effectively, and consistently meet deadlines in order to provide an excellent service.

Improvement & Change – Demonstrate a positive attitude and is adaptable to change along with contributes new ideas and improved ways of working. Seeks to continually improve deliver of service.

Providing Excellent Customer Service – Maintains a professional approach and presents a positive image to both internal and external individuals when representing self and the NRA. Makes every effort to ensure the experience customers have of the NRA are positive and productive.

Team Work – Works well with colleagues inside and outside the team. Looks beyond boundaries of own job to support others, sharing knowledge and contributing to a positive team spirit.

Communication – Communicates appropriately, openly and effectively.

7. ASSIGNMENT AND PLANNING OF WORK

The post holder is required to liaise with the Deputy Managing Director and Managing Director and report on the progress of projects, and the performance of the project team with respect to the projects.

Work is assigned/distributed to the post holder by the Managing Director/Deputy Managing Director based on approved Capital budget allocations.

8. SUPERVISION OF OTHERS

This post holder will lead the project management team in providing day-to-day project management services for capital road works, and is accountable to the Managing Director/Deputy Managing Director in ensuring that projects are delivered on time and on budget, with the highest standard of safety and quality.

9. OTHER WORKING RELATIONSHIPS

The post holder works closely with all designated sections of the Authority, vendors, government agencies and suppliers.

10. DECISION MAKING AUTHORITY AND CONTROLS

The post holder will be operating in the context of prescribed accounting and procurement procedures. The post holder reports directly to the Deputy Managing Director, however, the post holder is afforded a high degree of latitude over his/her tasks and scheduling during the work day.

11. PROBLEM / KEY FEATURES

The post holder will be required to deal with significant changes made by the client departments during design and construction phases of a project which results in abortive work. This situation creates serious challenges to meeting budget and schedule requirements.

12. WORKING CONDITIONS

- Normal office working conditions apply.
- The post holder must be willing and able to work beyond normal working hours, as necessary, to meet deadlines and carry out the duties of the post.
- Maintaining confidentiality of all information is essential.
- The performance of the post holder will be reviewed regularly.
- The post holder will be required to visit consultant offices and construction sites with the Cayman Islands.

Job Description approved by: _____ **Date:** _____

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____