



# Job Description

Date of issue: May 2023

Job title	Project engineer		
Location	Horsham based		
Reports to	Operations Director		
Job purpose / objective	Assists with the management of projects		
Job status	Permanent	Duration of assignment	N/A

Principal duties and responsibilities	<p>Provides assistance to Project Management with the following duties – working with one or more project managers, typically on multiple projects:</p> <ol style="list-style-type: none"><li><b>1. Project management</b><ul style="list-style-type: none"><li>• Receive a project brief from sales &amp; maintenance line management</li><li>• Develop and maintain a project plan for the end-to-end management of the project</li><li>• Track progress of all project actions against plan, intervening where appropriate to ensure adherence to schedule – attend routine client and internal progress meetings and maintain a record of actions as required by the Project Manager</li><li>• Maintain a comprehensive project file of all relevant documentation in compliance with ERG quality standards</li><li>• Maintain an ongoing project improvement and non-conformances log, to track issues that risk the project schedule or project budget, and escalate to the line manager any issues that cannot be resolved</li></ul></li><li><b>2. Procurement</b><ul style="list-style-type: none"><li>• Identify potential suppliers for all sub-contracted components, prepare enquiry packages, place enquires and receive bids</li><li>• Evaluate competing supplier bids and negotiate best commercial deals for ERG against ERG and client specifications, and place orders</li><li>• Handle technical and commercial questions from vendor and ensure these are answered appropriately; maintain up to date information on delivery progress and expedite as needed</li><li>• In conjunction with the Project Manager and Engineering Department, inspect manufactured equipment either at ERG or the vendor's works</li><li>• Manage all project expenditure against project budget, flagging up budget overrun projections and intervening with suppliers as appropriate to control to budget; process supplier invoices</li></ul></li><li><b>3. Assembly and installation</b></li></ol>
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	<ul style="list-style-type: none"> <li>• Plan and coordinate timely delivery of all equipment and components to the client's site</li> <li>• Work with the engineering team to obtain engineering drawings for any new equipment to be installed</li> <li>• Work with client to schedule the site work</li> <li>• Generate all methods statements and risk assessments covering the site work</li> <li>• Arrange and / or conduct all appropriate inspection and testing in compliance with client requirements and relevant safety protocols</li> <li>• Plan and supervise plant installation and commissioning in collaboration with ERG commissioning technicians and the client operations staff</li> <li>• Write operations and maintenance, training, and safety manuals for client use</li> </ul> <p><b>4. Commercial tasks</b></p> <ul style="list-style-type: none"> <li>• Generate contract status reports</li> <li>• Prepare invoices for client</li> <li>• Gain client take over</li> </ul> <p>5. Carry out any reasonable other duties as instructed by the Operations Manager which he considers serve ERG's best interests.</p> <p>6. Be available to work on sales proposal from time to time as the business need requires, under direction from the Sales/Proposals Director</p>
<b>Essential qualifications &amp; experience required (Hard skills / soft skills)</b>	<ul style="list-style-type: none"> <li>• A relevant Degree or HND in engineering or project management</li> <li>• Evidence of training or qualifications in the use of project management tools and methods (eg. familiar with work breakdown structures, Gantt charts, MS Project, critical path analysis etc)</li> <li>• Current qualifications appropriate to safe working on site at chemical process plants and construction sites, including a valid CSCS card and CITB site supervisor</li> </ul>
<b>Key competencies</b>	<p>Technical competencies</p> <ul style="list-style-type: none"> <li>• Organisational awareness</li> <li>• Knowledge of the appropriate standards and codes of practice relating to the specific process technology for the projects under management</li> <li>• Understanding of contracting and procurement processes, legal frameworks and commercial principles</li> <li>• Knowledge of the principles, methods, and tools of engineering to ensure adherence to the project requirements and standards</li> <li>• Knowledge of the principles, methods, and tools of quality assurance and quality control to ensure adherence to requirements and standards</li> <li>• Awareness of the principles and methods to identify, analyse, specify, design, and manage functional requirements; includes translating functional requirements into technical requirements or presenting alternative technologies or approaches</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of the importance of risk assessment and mitigation of risk</li> </ul> <p>Personal competencies</p> <ul style="list-style-type: none"> <li>• Ability to interact openly, directly and constructively</li> <li>• Resilient to pressures for compromises that jeopardise safety</li> <li>• Effective time management</li> <li>• Sound and timely decision making</li> <li>• Flexibility and adaptive to change</li> <li>• Ability to manage multiple concurrent projects</li> <li>• Written and verbal communication skills</li> <li>• Numerate</li> <li>• Ability and confidence to exercise sound and sensible judgement with regards to engineering risk</li> <li>• Ability to work under pressure</li> </ul>
<b>Key interactions</b>	<p>Internal</p> <ul style="list-style-type: none"> <li>• Operation director</li> <li>• Project managers</li> <li>• Project engineers</li> <li>• Commercial manager/director</li> <li>• Engineering manager/director</li> <li>• Design engineering team</li> <li>• Site management and commissioning teams</li> <li>• Health &amp; safety department</li> <li>• Managing director</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Clients' technical, operational and procurement staff</li> <li>• Equipment suppliers</li> <li>• Installation teams/contractors</li> </ul>
<b>Measures &amp; dimensions</b>	<p>The keys measures of success of this role are:</p> <ul style="list-style-type: none"> <li>• On time delivery of projects, meeting client specifications</li> <li>• Implementation of projects within programme and budget</li> </ul>
<b>Management reporting</b>	<p>Regular progress reports to include:</p> <ul style="list-style-type: none"> <li>• Project status reports for each project assigned</li> <li>• Project close out documents and meeting</li> <li>• Timesheets</li> </ul>
<b>Health &amp; safety</b>	<p>Conduct all activities with regard to the health and safety of ERG's, customers' and suppliers' staff</p>