|  |  |
| --- | --- |
| **Job Title:**  | **Project Engineer**  |
| **Reports to:**  | **Engineering Manager**  |
| **Date prepared /** **last reviewed:**  | **October 2024**  |
| **Job Purpose** |
| Responsible for the day-to-day management of capital and non-capital projects, from scoping, to execution, to post execution review |
| **Key Responsibilities and Accountabilities** |
| * Working with the engineering manager, and all site functions, scope capital and non-capital projects, using the Samworth Brothers capital process where relevant
* Lead project teams (with stakeholders from all site functions) to ensure projects are correctly scoped, all functions are up to date with latest progress and all functions have an opportunity to input into projects. This will include facilitating project meetings, and ensuring the
* Day to day management of projects on site, to include…
	+ Putting together/working with suppliers on schedules for project execution
	+ Liaise with all site functions to ensure project tasks are executed to the correct standards
	+ Review contractor RAMS prior to contractors arriving on site
	+ Ensure all project contractors adhere to site health and safety standards, and have the right permits in place for all tasks
* Attend factory acceptance tests (FAT’s) to ensure all machinery etc is delivered to Samworth standards
* Ensure site acceptance tests (SAT’s) are carried out to ensure all projects meet all Samworth Brothers standards, before equipment is signed off
* Ensure all project information is filed correctly for future accessibility
* Carry out post capital reviews with the Engineering Manager and Finance Manager
* Any other duties as reasonably requested
 |
| **Person Specifications** |
| **Qualifications** | Have a relevant qualification in either mechanical or electrical engineering (Minimum Level 3 NVQ) A minimum of IOSH managing safely A project management qualification (e.g. Prince 2) | Essential EssentialDesirable  |
| **Work Experience** | Previous experience in an engineering environmentExperience in managing contractors Experience in capital project processes  | Essential EssentialDesirable |
| **Knowledge** | Awareness of PUWER 98 and the machinery directive Awareness of taking machinery into use  | EssentialEssential |
| **Job Skills** | Ability to work both alone on own initiative and in a teamAbility to manage multiple projects at the same timeGood people skills, with an ability to influence non-direct reports to assist with project tasksExperience in managing risks to safety and escalating where support / guidance is requiredAbility to speak to stakeholders at all levelsPatience to understand different thought processes, when it comes to the requirements of a project, and ensure all input is included in the scope of projects | Essential EssentialEssentialDesirableDesirableDesirable |
| **Computer Skills** | Good computer skills are required, including Microsoft Outlook, Word, Excel | Essential  |
| **Literacy and Numeracy** | Be articulate, accurate and numerate | Essential  |
| **Management Ability** | Experience in managing individuals’ different ways of working | Essential |
| **Circumstances** | Full driving Licence requiredAbility to work flexibly across 7 days where requiredTravel to and from sites and suppliers, on an ad hoc basis, is required | EssentialEssentialEssential |