

Job Description

Business Area:	Project Management
Job Title:	Senior Project Manager
Form of Contract:	Contract of Indefinite Duration
Reports to:	Director or Associate Director – PM
Ref. No:	TBC

Why Lafferty:

Our greatest strength is our people.

We want to work with people who share the same drive, passion, professionalism, and commitment to excellence that we do. To keep us heading in the right direction, we need to hire curious, creative people with brilliant, fresh ideas. We want them to understand and embody our values, make Lafferty a place that works for everyone and help others be the best version of themselves. We want to work with people who want to make a positive impact, people who want to make a difference.

At Lafferty our ambition is always to deliver the best possible outcome creating real, meaningful value for our clients and their customers.

We are proud to have a diverse team where everyone is respected and able to contribute. For us, diversity is not only about age, ethnicity, gender, or nationality. It's also about embracing different backgrounds, experiences, and personalities. Our inclusive culture sparks creativity, continually pushing us to achieve more.

At Lafferty, we offer a fantastic opportunity for career progression and access to a learning culture, where training and knowledge sharing is actively encouraged and supported. If this sounds interesting to you, we would love to meet you. Please email skennedy@lafferty.ie

Position Summary:

The Senior Project Manager will be managing a variety of construction and fit-out projects for clients and taking responsibility for the delivery of the project(s) on time, within budget and to the satisfaction of the client and all stakeholders.

The Senior Project Manager will deliver excellence in project management services based on experience and technical knowledge with a growing ability to develop others and will be responsible for monitoring the day-to-day activities in the field, managing, and coordinating the flow of information and reporting and tracking issues arising from progress, quality, and safety. The successful candidate will be client facing with proven communication and organisational skills.

Salary Range: €

Principal Duties and Responsibilities:**Pre Contract**

- Develop scope of work, priorities & KPIs
- Develop meeting schedule, chair and minute key meetings as required.
- Agree Planning Strategy and ensure Design Team adhere to same.
- Design and implementation of reporting structure to client and internal requirements.
- Comment on the design brief if/as required & support the comms, verification, and control of scope
- Prepare the PEP and implementation.
- Prepare the role and responsibilities documentation for Professional and Design Team Appointments
- Understand the key design, value engineering, processes etc. and lead on such activities
- Understand H&S obligations in design and construction and our role in same.
- Develop and agree programme / schedule and manage performance against same.
- Develop a procurement strategy report where required and manage the process to ensure best value for the project.
- Manage the overall tender and negotiation process to final contractor appointment.
- Collaborate with others and where appropriate and lead in the carrying out of risk assessments and development of risk register.
- Understand the client's insurance requirements/obligations.

Post Contract

- Ensure project is set up for success with the agreed meeting and reporting structures in place with the contractor outlining clear milestone deliverables.
- Support and where appropriate lead on actively managing the project in construction through tracking planned v actual progress.
- Proactive management and reporting across design, cost, risk, time, safety, and quality aspects.
- Develop and manage relationships.
- Ensure project has been reviewed and closed out according to best practice, client satisfaction and scope of work.
- Fully understand the quality/assigned certifier inspection programme and assist in addressing any deviations.

The People

- Liaise and mentor team members and ensure clarity of roles and clear lines of communication between all stakeholders. Ensure Lafferty values of professionalism, teamwork, commitment, and growth are maintained.
- Interact professionally with client staff, proactively identify, and raise issues, ensure updates are provided in line with project requirements.
- Take responsibility to understand both sides of any conflict and seek to resolve as soon as possible. Escalate any remaining issues with the appropriate Lafferty person.

- As appropriate, liaise with relevant 3rd parties, ensuring all interactions are in line with project requirements. Proactively identify and escalate any concerns.

The Process and Technology

- Maintain timesheets (weekly) and manage actual time in line with planned resourcing where possible. Keep line manager updated.
- Support the tracking of financial progress and provide information where needed.
- Contribute to internal working groups inclusive of the Quality Management System and bring forward ideas for improvement and innovation.

The Business

- Contribute to internal strategy/working groups as required.
- Contribute to Business Development.
- Further develop and maintain existing client/third party relationships. Leads to repeat business and recommendations.
- Engage in mentoring of other staff members where appropriate.

Experience and Qualifications

1. Have a project management professional certification or are seeking one.
2. Have a degree or comparable experience in a project management or construction discipline.
3. Have experience project managing on a variety of projects.

Core Competencies

- Act Professionally: maintaining consistently high standards in everything we do
- Embrace Teamwork: understand and encourage the value of collaboration
- Be Committed: do the best job you can
- Value Growth: seize opportunities to build resilience.

Role Specific Competencies

To be able to demonstrate a high standard in each of these competencies:

- Self-Awareness, Learning and Development
- Accountability and Taking Initiative
- Organised and Structured Approach
- Collaboration For Success
- Communicating with Clarity and Confidence
- Leadership Practice
- Commitment to Excellence
- Building Relationships and Trust
- Innovation, Creativity and Problem Solving

- Strategic and Results Focus
- The Courage to Change

Skills

- Business Acumen
- Presentation Skills
- Time Management
- Goal Setting and Prioritising
- Project Profitability
- Technical and Operational Advances
- Compliance & Risk Management
- Industry Knowledge
- Negotiation

Further Information for Candidates:

Equality, Diversity, and Inclusion (EDI) at Lafferty

Lafferty is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Lafferty adheres to its equality, diversity, and inclusion policy. A copy of this policy is available for review should any potential candidate wish to review it.

Supplementary information:

The Company:

www.lafferty.ie