

Job Description: Project Manager
Reports to: Managing Director

Key Responsibility: To manage any number of projects from invitation to tender through to final commissioning and handover; ensuring smooth on schedule running including the achievement of all interim targets, customer expectations and adherence to statutory regulations.

Key Tasks:

- To progress sales enquiries and tenders.
- To establish customer requirements.
- To conduct site surveys and to prepare quotations accordingly.
- To assess the security and fire risk factors influencing the design.
- To design and plan fire detection, access control, CCTV and intruder alarm systems plus any other integrated building system as specified within the Company's scope of work.
- To ensure that the content of all quotations and system design specifications are compatible with the requirements of all applicable technical and regulatory standards (i.e. EN, BS, HTM) and BAFE/NSI Codes of Practice.
- To co-ordinate installation activities to ensure that they are carried out in a controlled manner and in accordance with the Company's documented procedures and processes plus any statutory and regulatory requirements that may apply.
- To actively monitor and manage project progress and the delivery of all applicable milestones.
- To sign off and assume responsibility for designs on behalf of the Company.
- To prepare and control monthly project budgets.
- To act as a focal point in all matters of design and installation.
- To attend and assist in BAFE and NSI assessment visits as required.
- To ensure adherence to all Company policies – including those for quality, health & safety and the management of false alarms.
- To take an active role within the continuous improvement of Company systems.
- To provide reports as appropriate to the directors of the Company.
- To carry out any other job specific duties as deemed appropriate by the directors of the Company.

Professional Experience:

- To have experience in working on and project managing fire detection, access control, CCTV and intruder alarm systems to the applicable British and European Standards and BAFE/NSI codes of practice.
- To be conversant with the products and systems specified and with any significant limitations inherent in such products and systems.
- To be conversant with and up to date in respect of new technologies, technical standards, regulatory standards, and the national implementation of EU directives, etc. that are relevant to the design process.
- To be conversant with installation requirements such that system design specifications are professionally compiled and finalised in a manner which

gives clear and unambiguous information to the customer and to the installing engineer.

- To have knowledge of all applicable quality systems (ISO9001, SSQS101, FSQS121 etc).

Personal Skills:

- To have the ability to plan and monitor work to tight time scales and deadlines and to manage conflicting priorities within a pressurised environment.
- To have good verbal and written communication skills, including the ability to prepare reports and submission items for tender/contract.
- To have the ability to work creatively and innovatively dealing with core issues with customers.
- To have the ability to form good working relationships with colleagues, customers and outside bodies.
- To be able to influence, persuade and negotiate effectively with all levels of person.
- To have the ability to understand and disseminate specifications and technical drawings.
- To be able to display initiative and to have strong attention to detail.
- To be highly result orientated with a strong drive to deliver/succeed.
- To have proven business acumen and budget planning/administrative skills.
- To have good organisational and time management skills.
- To have good presentation and customer facing skills.
- To be computer literate and proficient in all core Microsoft Office packages.