

Employee		Job Title	Regional Manager
Department	Operations	Location	Cardiff Area
Line Manager	Operations Director	No. of Direct Reports	Build a Team (0 - ??)

Job Purpose

This role is being designed to lead the BCM charge in Wales and South West of England. From a standing start the successful candidate, with support from the BCM Senior Management Team, will be expected to develop new business, establish relationships with new customers, and service 3 framework opportunities as well as emerging opportunities from Network Rail and other customers. The successful candidate will be expected to build a delivery team in the region made up from local resources.

BCM have been selected on 3 framework in the area: Keolis Amey Station Improvement Programme; Crown Commercial Services (Civil Engineering Projects £0 - £3m); Western Power Distribution Substation Civils Framework (Somerset, Bristol, Bath, Mendips). BCM would also like to seriously contest works for Network Rail Capital Projects and Works Delivery.

The successful candidate will have the full support of the BCM Board of Directors and all of the company's support services, such as Work Winning, HSQE, Commercial & Finance.

BCM are currently seeking out new offices in the region from which to base this effort. This is a fantastic 'sky is the limit' opportunity for an ambitious, entrepreneurial candidate who will be fully supported to build a delivery team in Wales and the South West of England.

Key Accountabilities

Client Relationship Management and Business Development

- Build relationships with framework customers, presenting and pitching for business (with support).
- Take part in strategic decision making and Bid/No-Bid decisions.
- Provide Support to Work Winning Team for tenders in the region.
- Complete project case studies as projects are delivered to build up evidence for future bids.
- Ensure Customer Feedback is being captured as per IMS procedure.

Project management and delivery

- Recruit a project delivery team made up from local people to meet business requirements.
- Oversee all projects within the region.
- Report project performance back to Head Office during Periodic Project Review (including CVR)
- Take responsibility for ensuring all projects are delivered in compliance with the BCM IMS (which provides compliance against relevant ISO Standards)
- From time to time, act as On-Call Manager for out of hours working (as part of a rostered on-call managers team)

Health & Safety, Quality, Environment

- Take responsibility for the safe delivery of projects and compliance with all relevant HSQE requirements
- Support implementation of the sustainable business plan
- Conduct Safety Focus Groups
- Review and respond to close calls
- Conduct audits and Coal Face Experiences as per IMS Audit procedure and project audit schedule
- Ensure non-conformance is managed in accordance with company procedures
- Ensure HSQE Monthly Briefings are undertaken and records kept

Meetings & Reporting

- Attend Project Handovers from the Work Winning Team
- Instigate and chair internal project start up meetings
- Conduct and chair regional business unit meetings with regional Project Managers, and wider team where required
- Prepare reports and attend Project Reviews
- Attend CVR & Project Management meetings
- Attend Operations Management Meetings

People Management

- Line Manage Project Managers / Construction Managers within the region
- Manage the develop the team, setting and reviewing annual objectives
- Identify any training, mentoring and coaching required
- Provide support and advice to ensure all your projects are being delivered to a high level of quality

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Finance

- Take responsibility for full Profit and Loss of the region, ensuring forecasts are produced to support business planning
- Review monthly budget to build with Project Managers and reconcile against current resource and material levels

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Accident & Incident • Audit • Nonconformance and Corrective Action • Document Control • Engineering Design Management • Electrification • HSQE Documentation • Hours Worked - Fatigue | <ul style="list-style-type: none"> • Inspection & Testing • Project Delivery Management • Planning • Risk Management • Rail Compliance • Site Set Up & Welfare Procedure • Temporary Works • Commercial and Procurement • Subcontractor Management |
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KPIs

Business

- Control regional P&L actual vs planned - periodic
- Oversee projects performance - on time, within budget
- Ensure project reports submission - periodic

Safety

- Control Lost Time Injury Frequency Rate (LTIFR) - 0.20
- Control Close Call Reporting Frequency - 1:250Hrs
- Control Accident Frequency Rate - 0.00
- Attend Safety Focus Group Meetings – 4 per annum.
- Customer Satisfaction Rating - >4.0

Quality

- Audit Frequency (measured against Quality Management Plan Compliance) – 100%
- No Major Defects (rework greater than £2,500) - 0

People

- Employee Satisfaction Survey Participation Rate - 90%
- Conduct regional BU meetings - periodic
- Conduct individual meetings with direct reports - monthly
- Ensure PDPs submission - 100%

Job Requirements

Minimum 6 years experience as a Project Manager
People management experience

Competencies & Training Requirements

Planning & Scheduling

Oversees projects to ensure successful planning, execution, monitoring, control and closure, whilst being delivered safely and successful commercially.

- *Understanding of Primavera P6 basic level*
- *Understanding of SSOWP NR Standards 044 and 019 (e-learning module)*

Delivery

Plans reviews of all projects within the region, programming reviews on a period by period basis.

- *CSCS card to relevant level*
- *PTS*
- *Manager's Environmental Awareness Training*
- *Temporary Works Appreciation*

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Project Management Advises on the programme to ensure it is up to date and reflects actual progress. Ensures that future work is planned according to the published project programme.	<ul style="list-style-type: none"> - APMG Project Planning & Control™ Foundation and Practitioner (or working towards), or PRINCE - CIOB Member and or ICE Member
Project Documentation & Reporting Reviews project paperwork and ensure completion and issue paperwork is on time.	<ul style="list-style-type: none"> - Understanding of the BCM IMS - Advanced MS Office skills training / experience
Stakeholder Management Pro-actively manages clients' expectations and satisfaction.	<ul style="list-style-type: none"> - Communications / negotiations / influencing skills training - Leadership programme
Change Management Advises on variations or change to the schedule or scope of the project. Ensures all commercial and schedule considerations are accounted for as per the contract.	<ul style="list-style-type: none"> - NEC and NR Suite Contract awareness training
Auditing Conducts audits as per audit procedure.	<ul style="list-style-type: none"> - Internal auditor training
Safety Controls and champions health and safety for region.	<ul style="list-style-type: none"> - ROSPA Membership, IOSH, NEBOSH, FAAW, EFA or equivalent
Leadership Line Management duties, runs SWOT analysis and acts on it.	<ul style="list-style-type: none"> - Leadership programme

BCM Leadership Behaviours (for any role):
<ul style="list-style-type: none"> • Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others. • Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development. • Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success. • Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy. • Build Trust - always deliver on your commitments in an honest and transparent manner. • Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration			
<i>By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.</i>			
Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

Deputising Duties															
<i>The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).</i>															
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