

PROJECT MANAGER ROLES AND RESPONSIBILITIES

Reports to: Project Director / Contracts Manager (as allocated)

Function: Operations / Project Delivery

ROLE PURPOSE

The Project Manager is responsible for the safe, timely and commercially aware delivery of assigned ST Group projects from mobilisation through completion and handover. The role coordinates the project team, programme, resources, subcontractors, technical information, quality, HSEQ requirements, client communication and project controls to achieve the agreed scope and business outcomes.

The Project Manager is expected to maintain a current and evidence-based understanding of project status, identify emerging risk early and drive practical corrective action. The role works closely with the Commercial team and support functions to ensure operational decisions are properly recorded and that programme, change, cost, quality and contract information remains aligned.

This role profile operates alongside Statom Group's PDR process, role-specific technical competencies, Statom behavioural competencies and separately agreed objectives. Together these provide the framework for assessing performance, capability, development and contribution.

KEY WORKING RELATIONSHIPS

- Project Director and/or Contracts Manager.
- Commercial Manager/Quantity Surveyor and Finance.
- Site Managers, Engineers, supervisors, operatives and project support staff.
- Health & Safety, Quality, Environmental, Design, Procurement, Plant and other Group functions.
- Clients, consultants, subcontractors, suppliers, authorities and other project stakeholders.

KEY RESPONSIBILITIES

Project Planning, Mobilisation and Programme

- Develop and maintain a clear project delivery plan covering mobilisation, programme, resources, logistics, information requirements, procurement, site controls and handover.
- Maintain an achievable project programme and short-term look-ahead plans, identify critical path and interfaces and communicate priorities clearly to the project team.
- Coordinate design, technical information, permits, access, utilities, temporary works, procurement and other prerequisites so work is not delayed through avoidable lack of planning.
- Review progress against plan, identify slippage early and implement specific recovery actions with clear owners and dates.
- Ensure project changes and recovery measures are communicated to Commercial and other affected functions before commitments are made where approval is required.

Health, Safety, Environmental and Quality Management

- Lead safe project delivery and ensure Company HSEQ systems, client requirements and applicable legislation are implemented consistently.
- Ensure work is planned by competent persons and that appropriate RAMS, permits, briefings, inspections and supervision are in place before activities commence.
- Ensure high-risk activities, plant interfaces, lifting, excavations, temporary works, hazardous materials, utilities and environmental risks are controlled in accordance with project requirements.
- Undertake regular site inspections and management reviews and ensure unsafe conditions, incidents, near misses, environmental events, defects and non-conformances are acted upon promptly.
- Ensure inspection and test requirements, quality records and corrective actions are completed and that completed work is protected and handed over to the required standard.
- Stop or suspend work where there is an immediate or uncontrolled risk and escalate significant concerns through the appropriate route.

Project Team and Daily Delivery Leadership

- Lead the project team, set clear responsibilities and ensure Site Managers and supervisors understand current priorities, constraints and required standards.
- Coordinate labour, subcontractors, plant, materials and logistics so planned work fronts are ready and resources are used productively.
- Chair or lead appropriate project coordination, progress and planning meetings and ensure actions are recorded and closed.
- Address poor performance, lack of ownership, unsafe behaviour or repeated failure to follow required controls promptly and fairly.
- Support development of Site Managers, Engineers, Graduates and other team members through feedback, coaching and relevant work opportunities.

Commercial, Cost and Change Interface

- Work closely with the Quantity Surveyor/Commercial team to manage the operational information that supports budget, CVR, cost-to-complete, applications, variations, claims and final account.
- Ensure instructions, changes, additional works, delay events, disruption and potential entitlement are identified and recorded contemporaneously.
- Maintain awareness of project budget, key cost drivers, labour and plant productivity, subcontract performance, waste and forecast risk.
- Avoid unapproved commitments or scope changes and obtain required authority before instructing additional work or expenditure.
- Provide accurate programme, progress, resource and site records required to support contractual notices and commercial recovery.
- Challenge avoidable waste, rework, standing time and inefficient working practices without compromising safety or quality.

Client and Stakeholder Management

- Act as a principal operational contact for the client and maintain clear, professional and evidence-based communication on progress, constraints, decisions and required information.
- Understand client priorities and project obligations while protecting ST Group from unrealistic, unauthorised or unsupported commitments.
- Coordinate effectively with consultants, designers, authorities, neighbours, third parties and other stakeholders relevant to project delivery.
- Escalate relationship issues, scope ambiguity, disputed instructions or material project risk before they become entrenched.
- Represent ST Group professionally in meetings, site visits and written communications.

Procurement, Subcontractors, Plant and Materials

- Identify procurement, subcontract, plant and material requirements early and provide timely information to Commercial, Procurement and Plant.
- Ensure subcontractors are properly coordinated, inducted, briefed and managed against scope, programme, HSEQ and quality expectations.
- Monitor subcontractor performance and escalate non-performance, unsafe practice, quality failure or resource shortfall promptly.
- Ensure plant and equipment is suitable, available, inspected and used by authorised competent personnel and that defects are reported and managed.
- Protect Company and client assets and reduce avoidable damage, loss, waste and standing time.

Records, Reporting and Handover

- Maintain accurate project records covering progress, programme, resources, decisions, instructions, design information, inspections, incidents, quality and change.
- Provide timely project reports that clearly identify actual status, key risks, decisions required and forecast outcomes rather than activity alone.
- Ensure approved document-control and project systems are used consistently and information remains current, traceable and auditable.
- Plan completion and handover early, including testing, inspections, outstanding works, records, demobilisation, client requirements and close-out actions.

- Capture lessons learned and ensure recurring issues are communicated and used to improve future projects.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Project Manager level: the postholder is expected to independently manage the full operational cycle of an assigned project, integrate multiple disciplines and stakeholders, make sound day-to-day decisions and escalate material issues beyond delegated authority or personal competence. These competencies should be assessed through the PDR process alongside delivery against objectives and Statom behavioural competencies.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Project Planning & Programme Management	Builds and manages practical project and short-term programmes, understands critical interfaces and drives recovery action when progress falls behind.
HSEQ Management	Leads implementation of Company and project HSEQ controls, ensures work is properly planned and supervised and intervenes where standards or risk controls are inadequate.
Construction Methods & Technical Coordination	Understands relevant construction methods, drawings, specifications, temporary works interfaces and information requirements and obtains competent specialist input where required.
Resource, Logistics & Productivity	Coordinates labour, subcontractors, plant, materials and work fronts to support safe, productive and sequenced delivery and reduces avoidable standing time and waste.
Commercial & Cost Awareness	Understands budget, cost drivers, change, delay, productivity and cash implications and provides accurate operational information to the Commercial team.
Contract, Change & Record Awareness	Recognises instructions, change and delay events, maintains reliable records and understands when contractual notice, approval or commercial escalation is required.
Quality & Handover	Plans inspection, testing and handover requirements, addresses defects promptly and maintains records sufficient to demonstrate compliance and completion.
Client & Stakeholder Management	Communicates project status and constraints clearly, manages expectations and builds constructive relationships without making unauthorised commitments.
People & Supply Chain Leadership	Sets clear standards, coordinates and challenges the project team and supply chain and provides practical feedback and development support.
Systems, Reporting & Governance	Uses approved systems, document control and reporting processes consistently and provides accurate, current and auditable project information.

STATOM BEHAVIOURAL COMPETENCIES

The Project Manager is expected to demonstrate Statom Group's behavioural competencies consistently in how the role is performed. Particular emphasis for this role applies to:



STATOM BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Drives Performance	Sets clear priorities, creates ownership, follows actions through and addresses delay, poor performance or weak control before it affects safety, programme, cost, quality or the client.
Understand Stakeholder Needs	Understands the practical requirements of clients, project teams, Commercial, Health & Safety, Finance, Plant and the supply chain and provides timely, proportionate and workable solutions.
Builds Trusted Relationships / Networks	Builds credible working relationships through clear communication, professional conduct, reliable follow-through and constructive challenge. Maintains trust without avoiding difficult conversations.
Commercial Judgement	Uses evidence and sound judgement when balancing programme, resource, cost, quality, contract, safety and client requirements. Works within delegated authority and escalates material exposure early.
Bigger Picture View	Connects day-to-day project decisions to wider business performance, client relationships, cash, margin, capacity, reputation, future workload and Group priorities.
Open to Change	Responds constructively to changing project conditions, new systems, lessons learned and feedback. Adopts better ways of working where they improve safety, control, quality or delivery.

Framework reference: Statom Group Behavioural Competencies - Statom Group Induction V2026.

PDR AND PERFORMANCE FRAMEWORK

- This role profile, the role-specific technical/professional competencies, Statom behavioural competencies and separately agreed objectives together form the performance framework for the role.
- Individual objectives and performance measures will normally be agreed through the PDR process and may be reviewed or updated to reflect business priorities, project requirements and the scope of responsibility.
- Specific annual objectives are intentionally kept outside the contract of employment so that they can evolve without requiring a contractual variation.
- Performance assessment should consider both outcomes and how those outcomes were achieved. Safety, integrity, governance, quality, accurate reporting, collaboration and professional conduct remain relevant even where programme or financial results are positive.
- Evidence may include HSEQ and quality performance, programme and productivity information, project reports, cost and change records, client feedback, audit outcomes, people and capability measures, completion of PDR actions and delivery of agreed improvement priorities.
- Where the employee participates in a discretionary bonus arrangement, these measures may inform the individual performance assessment but do not create or guarantee any bonus entitlement.

INDICATIVE PERFORMANCE MEASURES

The measures below provide an indicative structure for assessing individual performance. They do not replace separately agreed objectives and may be adjusted to reflect project allocation, business priorities and the scope of the role.

Safe Project Delivery and Programme - 35%

- HSEQ performance and closure of actions.

- Delivery against programme, milestones and recovery plans.
- Effective planning of high-risk work and critical interfaces.
- Control of delay and preventable disruption.

Commercial, Cost and Resource Control - 20%

- Operational performance against budget and productivity expectations.
- Timely identification and recording of change and delay.
- Control of labour, plant, waste, rework and unapproved expenditure.
- Quality of information supporting CVR, applications and final account.

Quality, Technical and Handover - 15%

- Quality outcomes, defects and non-conformance.
- Inspection/test and technical record completion.
- Timely close-out of snags and outstanding works.
- Successful handover and demobilisation.

Client and Stakeholder Outcomes - 15%

- Client feedback and relationship management.
- Accuracy and timeliness of project communication and reporting.
- Resolution of issues and management of expectations.
- Professional conduct with external stakeholders.

Leadership and Statom Behaviours - 15%

- Effectiveness of project team leadership and delegation.
- Development of Site Managers and junior team members.
- Cross-functional collaboration and accountability.
- Consistent demonstration of Statom behavioural competencies.

EDUCATION, QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Essential / Required

- Proven experience managing construction or civil-engineering projects with responsibility for safety, programme, resources, quality and client delivery.
- Strong practical understanding of construction sequencing, programme control, site logistics, plant, subcontract management and project records.
- Strong HSEQ awareness and ability to lead safe project delivery.
- Commercial awareness including budget, productivity, variations, change, records and cost control.
- SMSTS or equivalent management-level health and safety training accepted by the Company/client.
- Appropriate CSCS/competence card and any project-specific competence required for the role.
- Strong written and verbal communication, planning and problem-solving capability.

Desirable

- Degree, HNC/HND, NVQ Level 6 or equivalent in Construction Management, Civil Engineering or a related discipline.
- First Aid at Work and Temporary Works Coordinator/Supervisor training where relevant.
- Asbestos Awareness or other hazardous-material training where project duties require it.
- Experience using Asta Powerproject, Procore, COINS or comparable project systems.
- Professional membership such as CIOB or progress toward relevant professional recognition.

The postholder is expected to maintain relevant competence, mandatory training and any client or project-specific certification required for the work allocated. Where a qualification, card or training requirement expires, the postholder must notify the Company and complete required renewal within the applicable timescale.

GENERAL ACCOUNTABILITIES

- Comply with ST Group and Statom Group policies, procedures, standards, delegated authorities and reasonable management instructions relevant to the role.



- Take reasonable care for personal health and safety and that of others who may be affected by the postholder's acts or omissions and promote safe decision-making at all times.
- Maintain confidentiality and protect commercially sensitive, employee, client, supplier and project information.
- Use Company systems, records and equipment accurately, lawfully and in accordance with information-security, data-protection and record-retention requirements.
- Raise material safety, quality, environmental, technical, commercial, financial, compliance, conduct or integrity concerns through the appropriate route.
- Undertake other reasonable duties consistent with the seniority, competence and purpose of the role as business and project requirements evolve.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the Project Manager role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business and project requirements, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	