

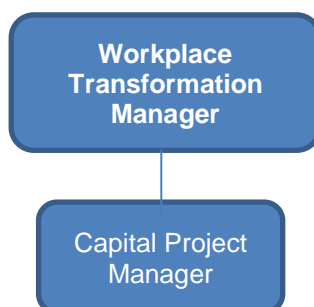
# Job Description: Project Manager

Function:	Corporate Services
Job:	Capital Project Manager
Position location:	Stevenage

## 1. Purpose of the Job

- Full management and delivery of Capital Projects using client project management SOP and software tool.
- Review and manage client expectations and ensure that each project is delivered to a high standard meeting our contractual agreement by following the GES and SOP's.
- Full ownership of your projects. This includes key engagements with the client, team and other all relevant stakeholders.
- Ensure adherence to process and governance as laid out in the SOP for SMW.
- The role is based at GSK Stevenage, although is not limited to Stevenage site and travel may be required where travel will be compensated.

## 2. Reporting Structure



## 2. Accountabilities –

- Follow the GSK Capital project framework to deliver a professional service on time and on budget.
- Responsible for all works, including contractor management, ensuring best practice of health & safety requirements are in line with Sodexo SsOW and to GSK GES.

Responsible for the control all aspects of project delivery, from concept to handover. This consists of the below scope, but not limited to. –

- QHSE, PTW and GxP/Non GxP Change Controls using MaCC Forms and process.
- Manage risks, set out any identifiable risks, share with management team and allocate appropriate risk owners.
- Ensure works meet all legal and compliance standards.
- UKATA CAT 1 Asbestos Awareness
- Develop business cases for each project
- Provide monthly governance on WIP with Sodexo Site Lead and GSK Programme Manager
- Assist the Site Lead to develop a 1 year project pipeline.
- Effective organisation, co-ordination and planning in all aspect of project management
- Project quality, customer satisfaction and on-time delivery.
- Adherence to service levels, SOP's all GES's and Sodexo and GSK myLearning modules to be executed on time.
- Review all projects and analyse and trends for improvement in taking after action reviews for all projects over the value of £50K.

**3. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Degree level or equivalent in a relevant building services /surveying/project management discipline.
- Speak and understand English to a high level.
- Project Management experience with a minimum of 2 years' experience in managing projects of any sort over the value of £100K.
- Experience of working in a R&D GxP facility (Desirable)
- Control and Management of £5M+ programme budget, with projects ranging from £50K to £2M.
- Working knowledge of Risk Management, Compliance, Applicable Legislation & Standards.
- Must have knowledge and experience of CDM 2015 regulations.
- Be able to engage in supply chain management, specific to project delivery.
- Ability to keep focus on day-to-day performance whilst simultaneously
- Experienced in managing budgets and providing key finance details to the Account Finance Lead for accurate billing.
- Must be computer literate in MS Office 365 as a minimum.
- Must be able to work in a high paced environment and be dynamic in your day to day operations.