
JOB ADVERT

Associate Director / Programme Manager - Nuclear

Competitive Salary

Knutsford, Warrington and Ellesmere Port

Stopford are recruiting for an Associate Director / Programme Manager, to join the Projects Group. As a senior manager in the Projects Group, you will play a vital role in leading our capability in the nuclear sector.

Reporting to the Projects Director, the Associate Director / Programme Manager shall be responsible for the evaluation, planning and execution of a portfolio of projects for a key Client in the Nuclear sector in accordance with agreed budgets and timelines. Building and managing a Programme Delivery Team and reporting to the Client, Project Sponsor and Stopford Board. The Associate Director / Programme Manager shall be responsible for the Health, Safety, Environmental, and Quality performance throughout the Programme Life Cycle in addition to commercial and schedule performance.

You will be based at our head office in Knutsford but will be required to work in Warrington and Ellesmere Port with the opportunity for a flexible working schedule that allows for a hybrid and in office presence. There may be additional occasional travel required to site and client offices. This is a full-time permanent position.

Key Responsibilities include:

- To represent Stopford to our Client and Partners acting as the focal point for new and potential projects, positively building the relationship and growing the revenue.
- To establish a Programme Charter, Objectives and KPI's together with all stakeholders.
- To liaise with our delivery partners to ensure excellent communication between partners and a 'one team' approach to delivering for our Client.
- To actively manage a Programme of Projects from initiation through to closure.
- To determine and help recruit if necessary required resources (Project Managers, Project Engineers, Planners etc to support your role)
- To be accountable for Programme and Project results to the Client, Project Director and Board.
- To work with Client, Project Director and Stakeholders to develop Programme Execution and Quality Plan outlining Scope of Work, Deliverables, Resources, Budget, Schedule and Risk Profiles.
- To manage Project Controls team to develop a Programme Schedule to identify when each activity shall be undertaken.
- To develop Programme Risk Register and manage the risks accordingly.

Role requirements

You will be able to demonstrate:-

- Ideally educated to a degree level and a Chartered Engineer / Manager.
- Have significant experience in nuclear (other highly regulated industries may be considered).

- Have significant experience of working in a design, engineering and construction environment at Concept, FEED and PMC / EPC(M) phases of the project.
- An ability to think strategically and develop long range plans, understanding the implication of changes to contract scope.
- An ability to work collaboratively with all engineering design and construction disciplines.
- Experience of managing and building a team of engineers, designers, suppliers and sub-contractors / partners.
- Knowledge and Experience of Designer, Principal Designer and Principal Contractor Roles under CDM.
- Knowledge and understanding of different forms of Contract (IChemE, NEC etc)
- Experience in working in and managing multi-discipline teams
- Experience in managing client relationships in a senior management role
- Clear and concise communication in both written and verbal form with excellent people management and interpersonal skills
- Eligible to live and work in the UK
- Full UK/EEC driving licence

Desirable

- APM qualified with ongoing CPD
- Able to travel overseas for short project visits

Security Clearance

The successful candidate must be able to achieve and maintain security clearance of at least Security Check level (SC clearance) for this role.

Benefits

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance (including dental and optical)
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of an Associate Director / Programme Manager.

Closing date: 11 August 2024

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Position:	Associate Director / Programme Manager
Group:	Projects
Location:	Knutsford and Warrington and Ellesmere Port

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

Reporting to the Group Director, the Associate Director / Programme Manager shall be responsible for the evaluation, planning and execution of a Portfolio of Projects for a key Client in the Nuclear sector in accordance with agreed budgets and timelines. Building and managing a Programme Delivery Team and reporting to the Client, Project Sponsor and Stopford Board. The Associate Director / Programme Manager shall be responsible for the Health, Safety, Environmental, and Quality performance throughout the Programme Life Cycle in addition to commercial and schedule performance.

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- To manage Project Controls team to develop a Programme Schedule to identify when each activity shall be undertaken.
- To develop Programme Risk Register and manage the risks accordingly.
- To clearly communicate expectations to Team member and Stakeholders.
- To act as mediator between Stakeholders and Project Team members.
- To resolve issues and solve problems throughout the Programme Life Cycle.
- To effectively manage the Programme Scope of Work by ensuring that any change in scope is identified early, documented and approved using the company's Change Procedures.

- To track and report on Programme and Project KPI's Milestones, progress, cost and forecast and provide weekly and monthly reports to all Stakeholders.
- To lead, coach and motivate Project Team members on a proactive basis.
- To develop new tools and Best Practices for Programme Management and Execution with the Quality Manager, Lead Project Manager and Projects Director.
- To cultivate a culture of continuous improvement, learning and self-development.
- To assist with preparation or estimates, proposals and tenders for new projects on your programme.

Minimum Requirements – Education and Experience

- Ideally educated to a degree level and a Chartered Engineer / Manager.
- Have significant experience in nuclear (other highly regulated industries may be considered).
- Have significant experience of working in a design, engineering and construction environment at Concept, FEED and PMC / EPC(M) phases of the project.
- An ability to think strategically and develop long range plans, understanding the implication of changes to contract scope.
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Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.