

---

## **JOB ADVERT**

### **Project Controls Manager**

### **Competitive Salary**

### **Knutsford, Cheshire**

Stopford are recruiting for a Project Controls Manager, to join the Projects Group. Reporting into the Projects Director, the Project Controls Manager will be responsible for managing the project control resources required to deliver cross functional engineering projects. With responsibility for supporting the project management team with progress reporting including schedule updates, forecast to complete costing, variance identification and opportunities for improvement.

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

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

### **Key Responsibilities include:**

- Management of the project cost control team including cost engineering and planning.
- Providing project controls management, including baseline schedule development and management, performance status and reporting, baseline change control, risk management, earned value management guidance and tools.
- Advising on the application of effective planning techniques and controls (earned value, cost and schedule variance, estimates at completion, critical path analysis).
- Supporting programme integration, formats, plan optimisation, and project controls best practices.
- Supporting and advising on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects.
- Supporting the development of integrated master schedules for specific programmes in Primavera and/or Microsoft Project that reflect all interface milestones and activity durations, into the integrated master schedule.

### **Role requirements**

You will be able to demonstrate:-

- Ideally educated to degree level.
- Considerable experience in setting up and monitoring of complex project schedules.
- Considerable experience of working in a design, engineering and construction environment at FEED and PMC / EPC(M) phases of the project.
- Considerable knowledge and experience of project controls, estimating, planning/scheduling, progress measurement, forecasting/ reporting.

- Practical ability to utilise critical project management concepts including EVM, project planning and risk analysis.
- Excellent working knowledge of Primavera P6 or Microsoft Project.
- Considerable experience and understanding of estimating and benchmarking.
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

## **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 Project Controls Manager.

**Closing date: 17 March 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:** Project Controls Manager

**Group:** Projects

**Location:** Knutsford

### Ambition

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

### Values

We value professionalism, equality, fairness, co-operation and unrivalled expertise.

### Description

Reporting to the Lead Project Manager or Project Group Director, the Project Controls Manager shall be responsible for managing the project control resources required to deliver cross functional engineering projects. You will be responsible for supporting the project management team with progress reporting including schedule updates, forecast to complete costing, variance identification and opportunities for improvement.

### Key Responsibilities

- Management of the project cost control team including cost engineering and planning.
- Providing project controls management, including baseline schedule development and management, performance status and reporting, baseline change control, risk management, earned value management guidance and tools.
- Advising on the application of effective planning techniques and controls (earned value, cost and schedule variance, estimates at completion, critical path analysis).
- Supporting programme integration, formats, plan optimisation, and project controls best practices.
- Supporting and advising on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects.
- Supporting the development of integrated master schedules for specific programmes in Primavera and/or Microsoft Project that reflect all interface milestones and activity durations, into the integrated master schedule.
- Ensuring the Project controls team produce weekly / monthly reports in line with the project and company reporting calendar, providing details on progress, actuals, forecast and explanation of variances.
- Ensuring that project controls processes are consistently applied across the project.
- Ensuring robust cost and schedule performance for the agreed Scopes of Work across integrated programmes managed across multiple suppliers.
- Supporting the development of requirements for specific resource-loaded schedules.
- Oversight of schedule development and maintenance in Primavera and Microsoft Project according to the WBS Guidelines.
- Develop customised schedule reports as per project needs ( two week look ahead, variance reports, progress reports , milestone reports as needed ).

### Minimum Requirements – Education and Experience

- Ideally educated to degree level.

- Considerable experience in setting up and monitoring of complex project schedules.
- Considerable experience of working in a design, engineering and construction environment at FEED and PMC / EPC(M) phases of the project.
- Considerable knowledge and experience of project controls, estimating, planning/scheduling, progress measurement, forecasting/ reporting.
- Practical ability to utilise critical project management concepts including EVM, project planning and risk analysis.
- Excellent working knowledge of Primavera P6 or Microsoft Project.
- Considerable experience and understanding of estimating and benchmarking.
- Good interpersonal and collaborating skills.
- Experience of in working in and managing multi-discipline teams.
- Clear and concise communication in both written and verbal form with excellent people management and interpersonal skills
- Working knowledge of Office 365 including One Drive and SharePoint with proficient use of Word and Excel
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

#### **Desirable**

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

#### **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.