

Job Description

N-ERGISE has an exciting opportunity to join the expanding team with the opportunity to work across multiple industry sectors with projects based in the UK and overseas.

Reporting to: Head of Projects

Main tasks of job:

Responsible for ensuring that all technical, design and quality clauses in the contract specifications are carefully monitored during the contract period and ensuring that all relevant personnel are aware of all conditions relating to the project through a work instruction.

Ensure that all project documentation including DPR's, timesheets are received and logged

Drive the project cost control process, ensuring the review of client and subcontractor invoices and producing project financial reporting.

Maintain project time keeping and attendance records as per company guidelines.

Liaise with sub-contractors to ensure they are working within project specifications.

Liaise with Clients i.e. weekly meetings, written reports, query deviations, VO's etc.

In conjunction with the HSEQ Manager you are responsible for ensuring that Subcontractors are aware of both contract and quality requirements.

Hold a nationally recognised HSE qualification.

Responsible for ensuring that all procurement, engineering and construction activities for the project are completed within contractual, statutory, safety and quality requirements.

Monitor and Plan manning levels for your department to keep to deadlines contained within work instructions by liaison with the Resource Administrator.

Ensure all Employees under your control are working within the guidelines of the employee rules handbook and their main terms of employment, job description, HSE requirements and Quality Standards, maintain a log of any bad practices and advise HR of any requested disciplinary action to any employees found working outside of the required standards.

Able to produce detailed and resourced schedules in MS Project and to update, manage and forecast accordingly. Generate S-Curves to support reports

Able to develop detailed CTR's and to define scope and costs accordingly

Able to produce detailed RAMS/Job Cards and to prepare scope and task risk analysis

To be able to estimate costs and impacts of change and to manage change control

To generate Resource profiles and bedding plans

Able to understand and manage project costs and forecast accordingly

To be able to estimate work cost and timeline from client data

Produce HSE Plans

Produce ITP's

As required to produce Waste Management Plans and Construction Phase plans in line with CDM requirements

Be innovative and have an out of the box thought capacity



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Attend client sites and carry out surveys, inspect and monitor performance of work as required - onshore and offshore.

Maintain a drawing register and ensure that all drawings are drafted to the required nationally recognised standards and maintained in accordance with our document control process

Ability to be able to read and fully understand drawings.

Requirements:

- Energy sector experience is essential
- Offshore wind experience would be desirable
- Flexibility to travel
- Experience with AutoCAD a plus but not essential
- Proficient with Microsoft Office; Outlook, Excel, Word, PowerPoint, etc.

Qualifications:

- HND or equivalent in Engineering as a minimum.
 - Bachelor's degree in Construction Management, Engineering, or related field would be desirable
 - Formal Project Management qualification such as PRINCE2, MSP, CAPM, PMP would be desirable
 - In date offshore certificates would be desirable
- Competitive package available for exceptional candidates

Benefits:

- On-site parking
 - Private medical/dental insurance
- Your main place of work will be N-ERGISE HQ - Great Yarmouth, UK.

Job Type: Full-time

Application and CV to be issued to jobs@n-ergise.one