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| Job title | Deputy Head of Projects | Date March 2025 |
| Reports to (title) | Head of Projects | |
| Contract/Department | AWE | Revision v2 |
| Location | AWE | |

Job purpose

Describe the overall purpose of the job in two or three sentences.

To support & lead together, with the Head of Projects, the growth and delivery of a projects business with an annual overall turnover up to circa £25m. To be directly responsible cost centre 3312 delivery and financial management, circa £15M.
 Combining strategy development with tactical delivery to lead operational activities across two complex key customer estates. Reporting into the Head of Projects, the postholder will be accountable for the safety, profitability and quality delivery of project obligations. Owning the relationships with key stakeholders up to senior level and developing collaborative relationships to sustain and support business growth. Working with colleagues collaboratively to support the development of large FM account.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Be responsible for the P&L & Cost Plans of the account based projects cost centre 3312 (New Works) and to lead and direct project activities and delivery in order to maintain and improve the net profitability of the business.
- Develop strong collaborative relationships with customer staff and their representatives applying Key Account Management principles to foster good working relationships at every level and optimize the commercial position of EMCOR UK.
- Prepare together with the HoP budgets and forecasts, monitoring performance throughout the year. Identifying opportunities and risks with suitable mitigations.
- Demonstrate effective and appropriate leadership in safety, health, quality, environmental and wellbeing.
- Manage in house delivery team (circa 80 FTEs), plus subcontractors effectively.
- Ensure all EMCOR UK procurement processes and procedures are followed and provide a competitive, value for money offering to the customer.
- Ensure projects are delivered to a compliant standard, following all relevant legislation such as CDM 2015; Building Regulations; British Standards; RIBA Stages and those set out within the Contract specification.
- Ensure appropriate management and close supervision of resources (to Nuclear Licencing standards).
- Plan future growth from identification of opportunities, leading tenders and business cases for future works, growing the pipeline.
- Ensure that all EMCOR policies, procedures and standards are in place and adhered to.
- Ensure the Projects has competent (suitably qualified and experienced personnel in place within an appropriate reporting structure).
- Follow EMCOR UK Standards of Conduct and Code of Ethics.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Team of circa 30 Project Managers / Supervisors / PMO and circa 60 operational FTEs
- Support the Head of Projects and lead as required in the management and delivery projects business of £25m per annum turnover.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Through demonstrable experience of leading project management services (both minor New Works and Major Projects) within the UK Facilities Management market including; M&E, Civils, Fit Out, Asset Life Cycle replacement and Energy either as a Head of Projects, Project Director or similar.
- Significant demonstrable experience working as an engineer / technician in M&E, engineering or design field.
- Exceptional health and safety record with IOSH or NEBOSH qualification.
- Experience of delivering an annual turnover in excess of £15m.
- Qualified to degree level in an engineering field, commercial management, business administration or facilities management.
- An experienced leader of change with the ability to lead and direct others towards acceptance of new business ideas, methods and working practices.
- A driver of people and projects with a very strong commercial awareness and a track record of achievement on complex and demanding contracts and accounts.
- Experience delivering projects within a regulated, critical environment / site.
- Significant defence related experience.
- Ability and experience in developing strong relationships with key customers to support account development and long-term sustainable and profitable tenure.
- Strong communicator with good presentation skills, both written and oral with high drive and energy levels.
- Proven ability to contribute to the development of long-term business plans and commercial strategy to drive growth.
- SC / DV cleared or ability to obtain (EMCOR UK to sponsor).
- NEC Contract experience.
- Experience of working on a Nuclear Licensed site or other high hazard / regulated environments.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Must obtain and maintain required level of security clearance

Job Description

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| Line Manager Signature | |
| Print Name | |
| Date | |

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|---------------------------------|--|
| Job Holder Signature | |
| Print Name | |
| Date | |

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| <i>FOR HR USE ONLY:</i> | | | | | |
| <i>Job Grade</i> | | <i>EMCOR Competency Level</i> | | <i>Training Profile UTC</i> | |