

JOB DESCRIPTION

POSITION TITLE: Proposals/Project Engineer

OBJECTIVES

- *Deliver the best combination of product quality, price and delivery to our customers by working to add value in a socially responsible and ethical manner.*
- *The consistent achievement of industry leading standards in project and proposal delivery.*
- *Efficient application and involvement on all proposals and project work undertaken.*
- *To maintain good relationships with clients, colleagues and external organisations.*
- *To keep abreast of developments in relevant project and proposal delivery fields to enable application to the role and to ensure a level of continuing professional development.*

RESPONSIBILITIES

Projects

- Liaise effectively and foster relationships with clients and suppliers/sub-contractors
- Accurate recording of project progress against programme and maintaining project cost status reports
- Attend monthly Project Control Meetings to report project progress and financial status
- Ensure Client satisfaction at all times and address any Client complaints in a timely manner
- Negotiate and resolve claims and variations with clients, suppliers and sub-contractors
- Liaise closely with all discipline personnel assigned to the project and ensure resource availability and allocation is maintained to meet project needs.
- Liaise with the Group Procurement Manager to ensure all project procurement activities are undertaken in a timely and cost effective manner.
- Liaise with the QA Manager during internal quality audits and recommend amendments to Project Management Corporate Procedures
- Refer to the General Manager for any unresolved matters arising that could impact the success of a project or that affect the Company's compliance with statutory regulations and legislation
- Promote good business ethics

Proposals

- Control and delivery of proposals for all business areas
- Assist in sales and business development activities.
- Determine the most cost-effective project delivery strategy to be adopted
- Assign work priorities and ensure adequate resource is provided to produce high quality proposals within submission deadlines.
- Manage the development of selected proposals and prospective Client prequalification processes
- Manage the proposal/prequalification development process, from initial receipt through to document submittal and post submittal conditioning.
- Determine the most cost-effective engineering and supply/fabrication strategy to be adopted in proposals, through consultation with other disciplines.
- Facilitate proposal meetings, assigns tasks and set deadlines, track progress, communicate and compile information from involved departments and ensure that customer requirements are met.
- Serve as liaison between the proposals and Engineering, Procurement, Project Management and Sales teams to obtain all information necessary to prepare the quotation or proposal.
- Obtain the appropriate signatures for proposal/prequalification submittals (cover letters and bid forms).
- Maintain enquiry registers and oversee the updating of proposal/prequalification status information/records in the company database.
- Attend monthly Company Sales Meetings and generate Proposals Group monthly reports for discussion at these meetings.
- Assist in forecasting of future workload using bids submitted and expected.
- Develop and maintain employee resumes that may be included in proposal submission documentation.
- Ensure historical data can be recaptured and utilized for future proposals where appropriate.
- Assist with the initiation, development and improvement of proposal preparation techniques, standard bid templates and estimating procedures.
- Review work generated/developed to ensure conformance to specifications and to identify deviations from accepted company policy/practice.
- Ensure that relevant statutory regulations and legislation (such as PED, CDM, ATEX etc), which are relevant to specific proposals, are complied with.

Planning and Budgeting

- Prepare realistic man-hour estimates for all project functions for proposals and projects on request.

Project Delivery

- Develop effective lines of communication with the Client and maintain a system of communication records.
- Issue purchase order/contract acknowledgement to the Client and during project execution, ensure all contract variations are documented and formally agreed with the Client.
- Generate detailed project programmes and seek Client approval.
- Develop the Project Management Quality Plan and obtain Client approval of this document.
- Develop project scopes, objectives and man-hour budgets, involving all senior project personnel and ensuring technical feasibility
- Co-ordinate the completion of all project work assignments within the allocated man-hour budget and to the requirements of the programme.
- Schedule and attend/chair Project Kick-off Meetings, Design Review Meetings, Project De-brief/Close-out Meetings and any other project meetings as appropriate.
- Ensure that project execution functions comply with all applicable laws, regulations and other mandatory requirements.
- Perform risk management to minimise project risks
- Adhere to Company Procedures.

Organisation and Personnel

- Approve the selection of external professional services and consultants.
- Promote and maintain good staff relationships and morale.
- Delegate to assigned project personnel the authority and responsibility for the performance of their assigned functions.

QUALIFICATIONS AND EXPERIENCE

- Professional Project Management Qualification (not essential, but of benefit)
- Discipline Engineering Degree
- Minimum of 5 years relevant experience in project/proposal delivery in energy industries.
- Excellent Client-facing and internal written and verbal communication skills



- Solid organisational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office software including Microsoft Project.
- Experience in technical and commercial proposal writing.
- Leadership skills and ability to effectively manage resources.
- Capability to create fit-for-purpose and/or Client compliant proposal and project documentation.
- Ability to handle confidential or sensitive information or issues.
- Ability to plan, prioritize and work within strict time constraints.
- Ability to work in a team environment and willingness to assume additional or new responsibilities.
- Ability to work flexibly as work-load dictates, which may occasionally require adjusted work schedule and extended hours.
- Ability to comply with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.

KEY INTERNAL INTERFACES

- General Manager
- Procurement Manager
- Engineering and Discipline Leads
- Document Control and Administration personnel
- Commercial/Financial Management

KEY EXTERNAL INTERFACES

- Clients
- Client's Engineering Contractors (where applicable)
- Suppliers & Service Providers

REPORTING RELATIONSHIPS

- Reports to the General Manager for day-to-day line management.