

JOB DESCRIPTION

Job Title: Project Manager

Job Family: Operations

Job Type: Full time

Role Purpose

The Project Manager's role is a full time role during the first two years of the Project to ensure that the Project is completed on time and within budget and the Project's objectives are met from planning through to completion.

This role will be directly responsible to the Project Director and will involve working with the Drilling Manager, Operations Director, Finance Director and other senior staff.

The role will be focussed on three main phases of the project: (i) leading on procurement; (ii) supervision of site construction works; and (iii) management of drilling programme to drill a 4,500 metre deep deviated well in granite. It will also include organisation supervision and monitoring of all day to day activities with direct responsibility for controlling risks and monitoring safety, health and environment (SHE) aspects of EGL's activities.

The Project Manager should lead by example.

Project Deliverables

The Project Manager has a key role in delivering the Project:

- 1 Procurement of works, services and supplies;
 - 2 Site design and preparation;
 - 3 Site enabling works;
 - 4 Drilling preparation;
 - 5 Drilling management;
 - 6 Installation of the heat main and co-axial system;
 - 7 Commissioning of the heat plant
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Key Accountabilities

1. Project Objectives.

Work with the Project Director, Operations Director, Drilling Manager and Finance Director to ensure that the objectives are documented and understood by everyone. The role will necessitate various aspects of Project delivery

2. Project Delivery

Work on all aspects of delivering the Project objectives:

- Provide day to day management of site activities;
- Organise staff, contractors and other personnel;
- Produce look-ahead plans, work schedules and programmes to identify the stages and resources required to deliver the Project;
- Monitor contractors and service providers to ensure regulatory practices are being met and that their performance is in-line with their contract and EGL's policies.
- Ensure the smooth-running of operations and activities on site.
- Ensure all necessary permits and licences are put in place.
- Ensure that high quality standards and control are achieved;
- Maintain on-going records of the Projects progress;
- Liaise with the Finance Director about financial matters;
- Report to the board on the Project's progress.

3. Procurement:

- To work in all stages of the procurement and tendering process;
- Lead on the compilation of Invitation to Tender (ITT) documents;
- Issue ITTs; and be responsible for each procurement timeline;
- Ensure that the evaluation and award process in the Procurement Plan are followed;
- Assist in the evaluation process;
- Assist in the award of contracts for contracted services and supplies;
- Document and record all stages of the procurement decision process;
- Work in all stages of the purchase ordering process;

4. Site Design and Construction works:

- Assist with the specifications, requirements and layout for the site design;
- Assist with the planning and implementation of the site construction works;

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- Ensure the adherence of CDM and that all the required health and safety documentation, policies and procedures are produced and implemented;
- Assume the role of GEL's Site Manager/Agent during the site construction works;
- Monitor and record the site construction programme and progress;
- Track the cost expenditure and to identify any potential overspend before it is incurred;

5. Well Drilling and Testing programme:

- Assist the Drilling Manager with the day-to-day management planning and implementation of the drilling programme;
- Assume the role of Drilling Operations Manager throughout the drilling and testing programme;
- Assist the Drilling Manager with the well testing planning and operation;
- Arrange and lead on daily progress meetings, tool-box talks and the production of 7-day look-ahead plans;
- Monitor and record all drilling and testing activities and maintain an accurate and up-to-date record of equipment usage;
- Compile and store all reports received from the drilling contractor and the service companies;
- Maintain a daily costing record and work closely with the Financial Director to keep track of expenditure and budget forecast;
- Ensure that all activities and installations being undertaken on site during the well drilling and testing programme adhere to the relevant regulations, codes of practice and other health and safety related provisions;
- Liaison with the HSE in respect of notifications and any management of change in the drilling programme (equipment, operating procedures, materials and operating conditions);
- Arrange for the production of all health and safety documentation, plans and policies required to meet the consent of the HSE;
- Liaison with the drilling contractor and the rig manager(s);
- Produce risk assessments, risks registers and method statements for all drilling and well testing activities and maintain and update all health and safety documentation;
- Responsible for all aspects of the logistics associated with the drilling and well testing programmes, including (but not limited to) procurement, delivery of and return of drilling equipment, materials and consumables.

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6. Health and Safety

- Direct responsibility for all Health and Safety aspects of the company's operations, in particular supervising all aspects of Health and Safety during the site construction works and the drilling and testing operations;
- Responsibility for the on-site safety of staff, contractors, operational personnel and visitors;
- Ensure compliance with all statutory, regulatory and EGL's policies;
- Ensure that employees, contractors and visitors are aware of the work plan, hazards, relevant HSE procedures and standards including risk assessment and worksite inspections.
- Implementation of adequate instruction and supervision to ensure that work is conducted without harm to people or the environment.
- To ensure that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes.

7. Recruitment, Supervision and Training

- To keep track of staff activity and progress and to identify training needs when required.
- To be responsible for recruiting consultants, specialists and sub-contractors;
- To provide direction to the EGL team and to issue jobs to individuals and expect individuals to report on progress and issues that may arise.
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8. Funding Claims

Help the Project Director and Finance Director to put together claims to funders. Liaising with Delivery Partners to ensure that the evidence required for claims is available.

9. Reporting

- To monitor the delivery of the Project against its benchmarks, milestones and outputs
- To report to the other Executives and the Board on progress and to update on any technical or financial issues that could affect the Project outcomes.

10. General

Undertake other duties as may be required from time to time.

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Demands of the Role

Education and Qualifications	At least a Bachelor's degree in an engineering, science or operational subject or STEM subjects. Membership of a professional institute.
Knowledge and Skills	An accomplished senior practitioner, with expert technical and numeric skills, with a minimum of five years of experience in project management within the UK onshore drilling sector, or oil & gas or geothermal industry, either in the private or public sector. Evidence of experience in managing deep drilling projects onshore, preferably in hard rock environments. Able to encourage a sense of team spirit within different disciplines. Understands what is required in order for a particular project to be completed, and has realistic expectations of deadlines and financial constraints. Experienced in risk assessment, risk management policy, HSE implementation Preferably, experience of project managing complex capital projects financed by public and private funding, particularly EU and ERDF funding streams.
Decision Making	Makes decisions through evaluation and good understanding, based on practical experience, of the issues involved, and recognises when issues must be raised to executive level. Reports to the Project Director and is a member of the Operations Management Group. Proven experience of managing projects that have to adhere to stringent, procurement, governance, quality and management issues.
Resourcefulness	A high degree of creativity and flexible thinking will be required for the role, as it will require the role holder to understand and assess new and existing operational situations – some of which may be new or unique. Regularly managing issues, requiring a high degree of difficult, diverse and specialised problem solving. Taking a practical, analytical and strategic approach to problem solving.
People and Asset Management	Good team working skills to lead, motivate and develop the team to meet the goals of the company, with a proven track record in managing professional teams, multidisciplinary staff and a variety of sub-contractors. Strong leadership, motivation and diplomacy skills, together with a good understanding of the roles carried out by each member of the team. Accountable for the SHE and Risk Management on site.
Communication	Ability to engage with all personnel at all levels within the organisation Manages highly complex or potentially volatile situations where exceptional inter personal skills are required to deliver the expected results and resolve conflicts. Excellent written, verbal and inter-personnel communication skills through a variety of channels. Regular need to assess, interpret and present information to people at all levels both internally and externally.
Operational Environment	Office and site based. Likely to include some nights and weekends. Role may require regular travel within the UK .