

## Job Description

**Job Title:** Project Controls Manager

### ETL

ETL is a multidisciplinary consultancy, transforming environments for the public and private sectors. Our team of experts have a deep knowledge of health and life sciences. We specialise in providing advisory and the delivery of services including healthcare strategy + planning, property services, sustainability and programme, project and cost management services, tapping into a wealth of experience to address the challenges our clients face. We exist to help our clients to improve the performance of their environments, so they perform better and are financially sustainable.

We are comprised of over 80 experts, with our employees working an agile day from their home or at one of our offices across the UK. We support employees to work in such a way that improves their work life balance and allows them to work when they are most effective and efficient.

ETL are proactive about improving diversity and equal representation across the company.

### Job Summary

The post holder will take on the lead role and be the focus for project controls within the programme management team and will be the subject matter expert for new clients we represent. They will also assist the director and associates with service strategy development and generating new business.

The post holder will be expected to implement and execute the cost and schedule, whilst undertaking project control roles for the development and/or delivery of projects.

### Key Responsibilities

- Excellent understanding of project controls and be able to develop bespoke processes and reports for ETL and our clients.
- Manage project controls processes and systems, ensuring that all audit trails are correctly maintained, accurate and up to date and supporting documentation is in accordance with the client's document management protocols.
- Coordinate business reporting taking ownership for its quality and robustness, providing periodic project progress updates to the client team and other stakeholders as required.
- Monitor and apply performance management techniques, including the use of KPI's to improve project performance. Reporting: develop dashboards to communicate cost and schedule performance to teams in real time. Implement a standardised suite of cost and schedule reports that enable senior management to make data driven decisions.
- Ability to manage stakeholders and information flow in a matrix environment, and a willingness to work across business areas and provide specialist advice as required.

- Comprehensive understanding of Microsoft Project or equivalent, and the ability to create cost and resource loaded project schedules.
- Support planning efforts at various stages, facilitate development of cost estimates and budgets, and establish reasonable cost and schedule baselines.

### Duties and responsibilities

- Project controls execution support: implement/execute the cost and schedule management program for assigned project(s). Support area infrastructure planning efforts at various stages, facilitate development of cost estimates and budgets, and establish reasonable cost and schedule baselines.
- Change management / forecasting: Implement change management practices and appropriately capture associated cost and schedule activities.
- Reporting: develop dashboards to communicate cost and schedule performance to teams in real time. Implement a standardized suite of cost and schedule reports that enable senior management to make data driven decisions.
- Analysis and tracking: perform trend analysis and actively evaluate project cost and schedule performance to identify potential risk areas, validate forecasts, and communicate those quickly to key stakeholders.
- Risk Assessment: Work with key stakeholders to identify project risks and lead the cost and schedule contingency management process for assigned projects.
- Carry out Monte-Carlo modelling of projects schedule, cost and risks
- Studies: lead ad-hoc cost and schedule studies that enable rapid decision-making based on payback, rate of return, etc.

### Integrated Management System

To comply with the company Integrated Management System in line with ISO certification

### Sponsorship

ETL are unable to offer international sponsorship for this role at the current time.

### Personal development

Participate in the Performance and Development Review (PDR) to achieve personal objectives, demonstrate the company values and behaviours and follow a personal development plan.

## Recruitment Data Protection

ETL (“we” or “us”) handles personal data about you when you apply to work for us, whether as a permanent, or temporary employee or as a contractor or consultant. The information you provide is protected by data protection law; in the UK this is General Data Protection Regulation (“GDPR”). Further information regarding how we process and control your data can be found in our Recruitment Privacy Notice located on [our website](#).

## Personal Specification

Project Controls Manager

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications/ Education	Professional qualification in service delivery related subject, educated to a Degree or equivalent level in a relevant field or with equivalent experience in undertaking a similar role	A	Project Management qualification to Master's Degree or equivalent level	A
	Full membership of a chartered institute in the construction industry (e.g. MAPM, MRICS, MCIQB or equivalent)	A	CSCS Card – Professional / Project Managers	A
	Evidence of recent Continuing Professional Development.	A	Familiarity with the public sector policies, processes and procedures and associated political impacts.	A/I
Previous Experience	Experience in a project management environment, including planning/scheduling, cost management, contract management, change management.	A/I	Health care or science experience	A
	Demonstrated problem solving ability in cross-functional environment.	A/I		
	The ability to manage and mentor a team of specialists in the above fields, enabling strong training and development for junior staff members.	A/I		
Skills/ Knowledge/ Ability	Ability to create governance processes for all elements of project and document control, adapting them to compliment client organisations existing processes.	I/A	Primavera / Asta power project experience	A/T
	Ability to lead project controls effort within an operational area of the business to meet organisational objectives.	I/A	Oracle Cost management	A/T
	Comprehensive understanding of Planning tools P6/ Asta or equivalent and the ability to create cost and resource loaded project schedules	I/A	Contracts management NEC/JCT	A/T
	Comprehensive understanding of Work Breakdown Structure and project Coding	A/I/T	Business Case development	A/T

	structures and ability to implement cost management work processes on projects.	A/I		
	Comprehensive understanding of construction estimating methodologies.	A/I		
	Comprehensive understanding of risk management	A/I		
	Advanced MS Excel. Planning software systems and packages	A/I		
Personal	Ability to work within a high-performance, cross-functional organisation with extremely tight timelines and aggressive goals.	A/I		
	Excellent organisational, planning and time management skills	A/I		
	Able to develop good working relationships with all key internal and external stakeholders	A/I		
	Analytical skills to develop, read and interpret complex information for others	A/I		
	Willingness to travel and work flexibly to meet client and project needs	A/I		
	Focus on identifying opportunities for business growth and conversion to commissions	A/I		
	Professional in approach, outward looking and confident	I		

Key:

A: Application/ CV, I: Interview, T: Test