



Rheilffyrdd Ffestiniog ac Eryri Ffestiniog & Welsh Highland Railways

Gorsaf yr Harbwr / Harbour Station, Porthmadog, Gwynedd, LL49 9NF
☎ 01766 516000 📠 01766 516006
enquiries@ffwhr.com

Job Description

1. Post Details:

Post Title:	Construction Project Manager
Post Reports to:	Heritage Project Manager
Location:	Porthmadog, Gwynedd
Salary:	£29,000 Pro rata
Hours:	By agreement, up to 0.5FTE
Duration:	During construction phase – 18 months

2. Purpose of Job:

A Project Manager with experience of construction, including conservation, to be line managed by the Heritage Project Manager, is required to support the delivery of the construction phase by providing day to day contact with the contractor on site and liaising with Boston Lodge Staff to keep the site operational.

3. Principal Accountabilities:

Contractor Management

- (i) To monitor progress of the main contractor on site, providing them with routine client contact. Note: The contract administrator will be the architect and only they can instruct work.
- (ii) Maintain the construction risk and issues register, identifying, recording and then monitoring any issues that require action. Escalate to the Design Team and Heritage Project Manager as required.
- (iii) To provide support to the professional team when requested
- (iv) To liaise with the Heritage Project Manager when client instruction is required.
- (v) To oversee any smaller contractors who have been engaged directly by the client. Instructions will normally be issued by the Heritage Project Manager.
To attend monthly site meetings

Site logistics

- (vi) To assist the main contractor in planning works to minimise the impact on the working site this will include overall timetabling but also weekly checks of forthcoming works
- (vii) To liaise with Boston Lodge Staff about general overall timetabling and then weekly about forthcoming works
- (viii) To liaise with those managing volunteer working parties that are supporting the project to ensure they are timetabled when needed to fit with the contractor timetable
- (ix) To liaise with the Project Engineer for the Small Loco Shed construction to ensure any access requirements are maintained and to ensure not too many external contractors on site at a time.

General



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- (x) To support the Project Management Trainee in learning about construction level project management skills, particularly communications with contractors, risk and issues management and logistics/scheduling
- (xi) To write summary progress reports for inclusion in reports to the Project Board
- (xii) Other work as required.

4. Experience, Knowledge, Qualification and Training:

Essential (E) Desirable (D)

Experience

- i. Experience of project managing construction projects (E)
- ii. Experience of project managing conservation works (E)
- iii. Significant experience of liaising with contractors and clients (E)
- iv. Experience of managing contractors working on a live operating site (E)
- v. Experience of monitoring capital and non-capital budgets (E)
- vi. Experience of mentoring or training (D)

Knowledge

- vii. Good technical knowledge of construction (E)
- viii. Good technical knowledge of conservation (E)
- ix. Good knowledge of general project management systems (E)
- x. Good knowledge of railway safety (E)
- xi. Good knowledge of how heritage railways operate (D)

Qualifications/Accreditations

- xii. Relevant degree or equivalent e.g. construction management (MRICS), project manager (MAPM) or qualified by experience (D)

Skills

- xiii. Strong project management skills (E)
- xiv. Excellent organisational skills (E)
- xv. Highly effective communication skills, both oral and written (E)
- xvi. Clear client focus and excellent client relationship management skills (E)
- xvii. Mentoring or training skills (D)
- xviii. The ability to speak Welsh (D)