

PC Engineer - Caithness

Purpose

You will be responsible for monitoring and coordinating the implementation of NDA procedures by the contractor to ensure that viable and reliable budgets and accurate monthly reports are produced for management review, and to meet the prescribed NDA timetable. These procedures facilitate the production of realistic & achievable Life Cycle Baseline plans and Near Term Work Plans, the tracking of variations to the plan and the production of reliable and accurate monthly Cost Based Earned Value performance reports.

Organisation

- You will report directly to the region Site Group Manager.
- Report to and receive technical and operational guidance from Project Controls management (Baseline Integration).
- Provides technical and operational direction to assigned personnel.

Principal Accountabilities

- Ensures NDA PC procedures are maintained, up-to-date and being implemented by the contractor.
- Ensures that contractor PC and affiliated staff are properly trained in the application of current procedures, work processes, tools and techniques.
- Participates in the review of contractor Life Cycle Baselines and Near Term Work Plans
- Reviews monthly project Progress & Performance reports for reasonableness and accuracy.

Context

This position is critical in ensuring that the contractor implements an effective and reliable cost based management planning and reporting system, to facilitate the achievement of near term and long term goals and objectives.

Dimensions

The NDA is responsible for the management of the nation's nuclear industry legacy estimated at £50 billion over 120 years, and its remit is "to ensure the nuclear legacy is cleaned up safely, securely, cost effectively and in ways which protect the environment for the benefit of current and future generations."

Person Profile:

Education

- University degree or equivalent professional qualifications.

Experience

- 15+ years in project/programme controls, preferably in the nuclear sector. Equivalent experience in PC applications on large engineering, procurement and construction (EPC) projects will be considered.

Knowledge

- In depth experience in developing Codes of Accounts (WBS), Estimating, Budgeting, Cost Performance based (earned value) reporting.
- Experience in applying Cost/Schedule Control System Criteria (C/SCSC) for effective project control outcome will be beneficial.
- Detailed understanding of CPM based planning, preferably using P3.
- Knowledge of:
 - Project Controls Methods & Processes
 - Project Reporting
 - Metrics and Key Performance Indicators
 - Estimating and quantitative analyses
 - Codes of Accounts & WBS
 - Trending and Change Control processes
 - Near Term and Life Cycle Baseline planning
 - Understanding CPM based Planning & Scheduling including Float concepts, as applied in a hierarchical structured system (i.e. Level 1 - X planning)

- Engineering, Procurement & Construction methods, tools and work processes
- Contracts Methods and Processes

Core Competencies

Please refer to the following competencies when completing your application.

THINKING/PROBLEM SOLVING

Decision Making

Decision-making is about securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause and effect relationship. It is also about developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisational values. It is about making timely decisions, effective judgements, and taking action when appropriate while realising the impact to NDA.

Organisation Awareness

Organisation Awareness is the ability to behave in a corporate manner and deliver operational results that meet the strategic aims of the organisation, the nuclear industry both in the UK and globally. It is the ability to target and manage the factors, which can influence the unique position of the organisation within a highly political and regulated environment.

Influence

Influencing is about securing the commitment of people without using one's position or authority. It is about knowing how to engage people's interest and commitment in a course of action. This is also about the ability to mediate and conciliate in difficult circumstances.

Stakeholder Engagement

Stakeholder Engagement is the ability to identify and discriminate stakeholders and focus on their needs. It is the drive to continually look at ways of improving and monitoring the delivery of outstanding NDA services to all its stakeholders while managing their expectations.

Communications

Communication is about displaying clarity and openness in communication both written and verbal to colleagues, management and stakeholders. This is about effectively communicating information in an appropriate and effective manner and removing the veil of secrecy that can surround the industry. It is also about the ability to communicate the implications of decisions and the ability to improve NDA's performance and enhance its image.

Teamwork

Teamwork is about actively participating in and supporting team effectiveness by working towards a common goal or task that must be delivered. This is about taking actions that demonstrate consideration for the feelings and needs of others while ensuring that the project/task is delivered to timescales. It is about collaborative working and understanding that different approaches working together can produce a better outcome for stakeholders and the team.

TASK RELATED

Results Orientation

Results Orientation is about taking responsibility and accountability for achieving specific, challenging objectives within an agreed time scale and budget, and meeting or exceeding required quality standards. This is also about displaying the drive and determination to mobilise people and resources towards achieving results that meet everyone's needs. This can include challenging existing ways of thinking/behaving in a persistent search for ways of improving performance despite being bound by tight policies and guidelines.

Planning & Organising/Project Management

Planning and organising is the requirement to plan, prioritise and organise work and resources (people, material, budgets and time) to ensure that goals are achieved within deadlines and agreed guidelines. It is the ability to produce and implement clear, comprehensive and realistic plans and to be able to flex these when appropriate to still deliver the stated objectives within timeframes in order to deliver a task or project.

PERSONAL EFFECTIVENESS

Adaptability & Flexibility

Adaptability and Flexibility is about being able to quickly adapt to varying environments and with different tasks, responsibilities and people in order to fit the urgency and importance of a given situation. It involves understanding and appreciating different and opposing perspectives on an issue and adapting one's approach while maintaining one's

performance standards.

Self-Confidence, Resilience & Self- Control

Self-confidence, Resilience & Control is the belief in one's own capability and the NDA vision, and is therefore willing to put one in extremely challenging situations while maintaining emotional control. It is about using that self-confidence and being persistent in overcoming obstacles continuously. Is confident in one's decisions or opinions and willing to take an unpopular stand if he or she believes its right. Takes personal risks for outcomes they believe in.

Team Building

Teambuilding is about the ability harness the complementary knowledge, skills and personal qualities of team members. It is about understanding team dynamics and using these to get the most out of the team while engendering a positive working environment and delivering the goal of the team.

Managing People & Developing Talent

Managing people & Developing Talent is about managing in a way that enables people to reach their potential and make the best use of their skills and knowledge in order to meet NDA's aims and objectives in line with its vision. It's about managing the performance of others to ensure targets and quality standards are achieved and dealing with poor performance effectively .It also involves genuine intent to foster the learning or development of others to improve the capabilities of NDA. Its focus is on the development intent and effect rather than on a formal role of training.