



JOB DESCRIPTION

Post: Deputy Projects Manager (3-year, fixed term)

1. JOB DETAILS

Responsible to:	The Principal Projects Manager
Working hours:	<p>37.5 hours per week</p> <p>Normal working hours are 9.00am to 5.00pm, Monday to Friday but a flexible approach to working hours is a fundamental feature of your employment, and it is expected the post may include evening and weekend working</p> <p>You will be required to record your hours of work on an automatic time recording system</p>
Location:	<p>Primarily based at the Northern Ireland Fishery Harbour Authority's (NIFHA) Head Office, 3 St Patrick's Avenue, Downpatrick Co. Down, BT30 6DW, but you will be regularly required to undertake work at our harbours and other specific locations as required</p> <p>Working from home by agreement</p>
Salary:	£43,584 per annum (under review)
Essential Qualifications and Experience:	See Person Specification
Special circumstances:	Driving Licence and access to a form of transport to enable travel to NIFHA sites and elsewhere on NIFHA business

2. JOB SUMMARY

The post holder will manage a diverse workstream, including identifying, developing and managing delivery of a range of capital and minor works projects to ensure that NIFHA fulfils its statutory duty to manage, operate and improve the harbours and associated estates and facilities at the three harbours of Ardglass, Kilkeel and Portavogie.

Works may be funded through budget provision or Grants. The post holder will prepare grant applications and business cases to appropriate requirements of funding bodies and provide monitoring and reporting.

The role is aimed at a self-starter who will be able to work on their own, and will not be daunted by planning, completing, and implementing their personal work schedule, independently.

The post holder must have an innovative approach to their work and have a real commitment to inspiring change.

3. KEY DUTIES & RESPONSIBILITIES

The key duties of the role are providing:

- Project Management and similar functions for NIFHA and ensuring that capital/grant-funded projects comply with policy, statutory and legal requirements
- and
- Acting as NIFHA Project Sponsor and ensuring projects are designed and delivered to meet the specific need for project and that this is communicated to the relevant stakeholders, end user and customers.

The key responsibilities of the role are:

- Working with NIFHA management and stakeholders to identify projects which contribute to meeting NIFHA's statutory duties, its corporate plan and needs of the organisation
- Representing NIFHA at liaison meetings with external bodies and consultants at senior and operational level
- Working with the Departmental funding body and applying for project funding in line with scheme guidance
- Completion of business cases to Departmental requirements in support of funding applications
- Development of projects briefs for commissioning external consultants and working closely with them in developing:
 - scope of works and minimum requirements for projects
 - Developing and maintaining project risk registers
 - Preparation of project deliver plans
- Working with external consultants and leading the procurement of and contractors on projects
- Managing consultants/contractors to deliver value for money
- Ensuring Health and Safety is effectively managed and implemented through project life cycle
- Coordinating input from internal stakeholders and teams in taking forward projects
- Monitoring and reporting on project progress and project team performance
- Preparing and reporting to funding bodies in line with condition of funding
- Preparing reports and papers for NIFHA Board meetings
- Maintaining professional standards within project teams and applying these to achieve work objectives
- Creating, maintaining and enhancing effective working relationships
- Any other relevant duties as required by management.

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties may vary over time according to business needs.

4. MISCELLANEOUS
To attend meetings as and when required
To make presentations as and when required
To undertake any job-related training as and when required
<p>NIFHA's staff members are expected to present high standards of personal integrity and conduct at all times that will not reflect adversely on the organisation and its reputation.</p> <p>Our Employee Handbook advises all staff of the standards of conduct expected of them. It identifies a set of principles, governing behaviour by which staff members are expected to abide.</p>

PLEASE NOTE: This job description is not intended to establish a total definition of the job, but an outline of the duties. The duties and responsibilities are not exhaustive and may vary without changing the character / purpose of the job or the level of responsibility