

Job Description

PER-34

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VH n/a

VL n/a

VS n/a

VR n/a

VI n/a

Company Name: VolkerFitzpatrick Ltd

Business Unit: Rail Division

Contract No & Name:

Role:	CEM (Contractor's Engineering Manager)	Reports to (Business):	Project Manager
Location:	Various	Reports to (Function):	Divisional Engineering Manager (Rail)
		Current Job Holder:	

Overall Role Purpose:

- Represents VFL as overall accountability, to Network Rail, for all engineering activities on a specific and nominated contract, (Network Rail contracted Project or Third Party Rail Project) including activities undertaken by Sub-contract & Design organisations.
- To undertake CEM duties in accordance with Network Rail Standard NR/L2/INI/02009 specifically duties under clause 6.2, and all other relevant standards.
- To ensure that the project complies with its obligations in compliance with all Network Rail Standards & procedures.
- To nominate and oversee all CREs (Contractors Responsible Engineers) for the project in accordance with Network Rail Standard NR/L2/INI/02009.
- To interface directly with the employers project Engineering team.
- To interface directly with all Design service consultants and providers.
- To support the Project Manager with managing the contract relating to Engineering compliance and Design assurance for a particular project.
- To actively participate in all Engineering & Design assurance aspects relating to the Business.
- To actively participate supporting the Divisional Engineering Manager in developing Engineering & Design "Best Practice" and Design Assurance development within the Business.
- To add value to the project(s) by promoting specific 'best value' Engineering & design solutions.
- To portray a professional and responsible image of the company to the clients, their colleagues and contractors
- To promote Engineering excellence within the project team
- To promote Health Safety and Quality to the projects and through the tender process

Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

RESPONSIBILITIES

1 GENERAL:

- Always to act in the best interests of VolkerFitzpatrick Ltd, its legal & contractual obligations and stated policies.
- Be fully aware and understand the requirements and implications, to yourself and others, of the company's current health and safety, environmental and quality policy (this could apply to all the company policies)

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

- To implement or support as necessary all relevant company standards and procedures.-.
- Be responsible for maintaining your personal competencies, professional development and updating your personal information and site information on the company intranet (workspace)
- At all times, to act professionally and promote the company's best standards and practices

2 TENDER:

The CEM (if nominated) will support the 'Bid Manager'

- With advice on Engineering & Design compliance
- determine project Engineering & Design appointment requirements
- advise on Design Responsibility,
- identify and develop as necessary 'Value Engineering' options for the tender submission
- on operational delivery solutions and alternative design solutions
- in tender consultant selection and consultant duties
- on preliminary input advising, Craneage, Scaffold, Temporary services etc
- in writing and delivering sections of the technical bid document
- in ensuring that the tender information is handed over to the project team in an effective manner
- in attending client interviews as requested

3 PRE-CONSTRUCTION:

The CEM is:

- Accountable for leading the project Engineering assurance process in accordance with the Contract requirements.
- Accountable for ensuring the assurance compliance of the Design Consultants and those providing engineering & design services.
- To be in compliance with Network Rail Standard NR/L2/INI/02009 to :
 - Support the Divisional Engineering Manager (Rail) in having a process in place to identify and brief changes to engineering standards and processes to their engineering team.
 - Establish and implement an effective technical change control process.
 - Establish a process that identifies and briefs the project team on changes to engineering standards.
 - Where a potential non-compliance with standards is identified, review and action in accordance with Clause 6.2.2.4.
 - Assess the competence and appoint CREs for all necessary design and construction disciplines.
 - Identify and document interfaces between discipline CREs.
 - Implement an IDC process.
 - Approve all designs issued to Network Rail for acceptance.
 - Ensure product and material approval & use control.
 - Approve all designs as "Approved for Construction".
 - Implement a project risk management process.
- To ensure that the Design Manager has the required design management controls in place.
- To ensure agreement with the client technical team on lines of communication, document transmittal and the technical approval process
- To ensure that an appropriate project technical control & filing process is in place

4 CONSTRUCTION:

The CEM is responsible for:

- In compliance with Network Rail Standard NR/L2/INI/02009 to :
 - to have a process in place to identify and brief changes to engineering standards and processes to their engineering team.

Issue no:	1	Date:	Aug 2011	Parent document:	
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- Establish and implement an effective technical change control process.
- Establish a process that identifies and briefs the project team on changes to engineering standards.
- Where a potential non-compliance with standards is identified, review and action in accordance with Clause 6.2.2.4.
- Assess the competence and appoint CREs for all necessary design and construction disciplines.
- Identify and document interfaces between discipline CREs.
- Ensure product and material approval & use control.
- Implement a project risk management process.
- To manage the design assurance process with designer & client to achieve design approval in accordance with Network Rail assurance standards.
- Reviewing 'design management' documentation and ensuring its correct use and development when required
- Taking the lead in ensuring that company design management standards and procedures are implemented.-.
- Taking the lead in ensuring that the project design is delivered in accordance with the contract requirements for engineering compliance, completeness, content etc.-.
- Chairing project design IDC meetings.
- Managing the assurance of any potential or agreed changes to the design
- Supporting the project QS in evaluating and substantiating any agreed design change
- Ensuring that the project TQ & RFI process is operating correctly
- in advising on buildability and design interfaces of different trades

5 POST CONSTRUCTION:

The CEM will support the Project Manager / Senior Site Manager

- Signing off the "Certificate of Compliance" for the project.
- in contributing to project de-briefings & lessons learnt
- in reviewing the design solutions used during construction to verify suitability
- in ensuring that "As-built", "Hand-over" and H&S File documentation is complete and issued in accordance with the contract.
- attend the project close out audit as required

6 OTHER :

The CEM is responsible for:

- the functional & knowledge development of Engineering Management directs
- for promoting the department to prospective and existing clients, colleagues and contractors
- for carrying out periodic Health and Safety checks on site

Interfaces:

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All site personnel	Design team and other Specialist consultants
Divisional Managers	Clients
Visiting Managers and Directors	Local Authorities & interested 3 rd parties i.e. General Public

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Other VolkerWessels UK companies	Sub-contractors
	Material suppliers

Delegated Authority:

(the decisions that the role holder is allowed to make)

The authority to look at change of specification or detail that enhances or provides a better return on the behalf of VFL. Prior to any change the CEM must obtain approval to proceed from the Project Manager or the Senior Site Manager.

Limits of Financial Authority:

To look at Engineering development that will involve expenditure. Any costs over £5,000 should be reviewed with the senior site management team to seek approval to proceed

Career Path Information

Required Qualifications / Expertise:

Extensive Experience in Rail Engineering & Design Assurance and Documentation requirements.
 Knowledge of VF Design & Engineering Procedures
 Design Management experience of at least 10 years
 Construction experience of at least 20 years
 Chartered Engineer (preferred)
 Relevant Engineering Degree qualified
 Through training, skills and academic qualification to proceed to Divisional Engineering Manager

Key Competencies Required for this Career Level

Technical	Behavioural
Excellent Rail Engineering Assurance & standards experience & knowledge	Collaborative
Excellent Man Management skills	Persuasive
Excellent communicator	Authoritative
Team player	Able to work under pressure
Business & Commercial knowledge	Self-motivated
Knowledge and understanding of construction detailing	Proactive
Good cost awareness	Effective use of Initiative

SAFETY RESPONSIBILITY STATEMENT:-

I agree that I will comply with the following

- That I am responsible for my own safety and the safety of others who may be affected by what I do or fail to do.

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- Responsible for wearing the personal protective equipment (PPE) provided, reporting any defects to it and ensuring that it is in good order and clean
- Responsible for reporting any defects to my work equipment and for reporting any hazards in the area in which I work, to my line manager.
- Report any concerns regarding health & safety to my line manager
- Responsible for compliance with any systems designed to protect the public from hazards resulting from my work activity
- Not to damage or misuse any item provided for safety.
- Comply with all company and site rules relating to health & safety

Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.

Agreed copy

Signature:		Name:		Date:	
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