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INTERNAL

Job description: Project Manager

The role of Project Manager within HiDef Aerial Surveying Limited (“the Company”) arises out of the need for nominated person(s) to manage the Company’s customer project activities and be responsible for the time, cost and quality of projects reporting to the Commercial Director.

The role will include, but not be limited to:

- Implementing the requirements of project specifications as described by the project proposal in collaboration with Senior Project Manager;
- Implementing the requirements of the quality system to project work;
- Interfacing with clients, as required, to obtain information or transmit information as required;
- Interface with internal colleagues in order to ensure that the projects progress as required;
- Manage projects to budget and programme;
- Create monthly project control overview for Directors to demonstrate actuals against budget;
- Keep information updated on income forecast and liaise with Operations, Personnel, Finance, IT and Engineering Teams to ensure they are aware of resource implications;
- Support the Directors with bid applications as and when required;
- Work with technical specialists to supply data and reporting to clients;
- To identify the level of planning, control and review required for a project and to specify who shall carry out any reviews / verification;
- Write and deliver start-up meetings for new projects to staff and review/ID teams;
- Any other responsibilities as the Company may see fit.

Location: HiDef operate two offices in west Cumbria and Edinburgh and would also consider applications relating to flexible working.

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1 of 1

