

Employee		Job Title	Head of Power Systems
Department	Operations	Location	London Based – National coverage
Line Manager	Operations Director	No. of Direct Reports	5 currently, team expected to grow

<p>Job Purpose</p> <p>This role is designed to lead BCM's Power Systems Team. The successful candidate will inherit a small Power team who are currently very busy delivering high quality project work for the company. With a growing pipeline of opportunity, this role is being created to take the overall team lead. The successful candidate will be a strategic thinker who will identify the most suitable opportunities and support the Work Winning team in securing those opportunities. The successful candidate will be someone who can lead a team successfully, harnessing their knowledge and network, and embrace their high safety and quality of work standards.</p> <p>BCM's Board of Directors wish to further develop the capabilities of the team, identifying niche areas where new opportunities with new customers can be established. The team's current capabilities lie largely in HV distribution (33KV) and DC Traction Power and ETE. The team have recent experience delivering HV distribution projects on Great Western Electrification, Midland Mainline Electrification, and a CP5 E&P framework in Southern Region. They also have delivered significant DC doubling and DC power upgrade projects in the South.</p> <p>BCM has recently secured a substation civils framework with Western Power Distribution and is targeting business with DNO customers, TfL, MerseyRail and others. BCM has a strong pedigree with Network Rail and will continue to seek out opportunities both directly for Network Rail and indirectly through Tier 1 framework suppliers.</p> <p>The successful candidate will have the full support of the BCM Board of Directors and all of the company's support services, such as Work Winning, HSQE, Commercial & Finance.</p>
<p>Key Accountabilities</p> <p>Client Relationship Management and Business Development</p> <ul style="list-style-type: none"> • Build relationships with customers, presenting and pitching for business (with support). • Take part in strategic decision making and Bid/No-Bid decisions. • Provide Support to Work Winning Team for Power related tenders. • Complete project case studies as projects are delivered to build up evidence for future bids. • Ensure Customer Feedback is being captured as per IMS procedure. <p>Project management and delivery</p> <ul style="list-style-type: none"> • Resource the team in line with order book, build capabilities where necessary, nurture and develop the team. • Oversee all projects within the scope of the Power Systems Team. • Report project performance back to Head Office during Periodic Project Review (including CVR) • Take responsibility for ensuring all projects are delivered in compliance with the BCM IMS (which provides compliance against relevant ISO Standards) • From time to time, act as On-Call Manager for out of hours working (as part of a rostered on-call managers team) <p>Health & Safety, Quality, Environment</p> <ul style="list-style-type: none"> • Take responsibility for the safe delivery of projects and compliance with all relevant HSQE requirements • Support implementation of the sustainable business plan • Conduct Safety Focus Groups • Review and respond to close calls • Conduct audits and Coal Face Experiences as per IMS Audit procedure and project audit schedule • Ensure non-conformance is managed in accordance with company procedures • Ensure HSQE Monthly Briefings are undertaken and records kept <p>Meetings & Reporting</p> <ul style="list-style-type: none"> • Attend Project Handovers from the Work Winning Team • Instigate and chair internal project start up meetings for Power Projects • Attend Regional business unit meetings with regional Project Managers, and wider team where required • Prepare reports and attend Project Reviews • Attend CVR & Project Management meetings • Attend Operations Management Meetings <p>People Management</p> <ul style="list-style-type: none"> • Line Manage the Power Systems personnel. • Manage the develop the team, setting and reviewing annual objectives • Identify any training, mentoring and coaching required

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- Provide support and advice to ensure all your projects are being delivered to a high level of quality

Finance

- Take responsibility for full Profit and Loss of your projects, ensuring forecasts are produced to support business planning
- Review monthly 'budget to build' with Commercial Managers and reconcile against current resource and material levels

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Accident & Incident • Audit • Nonconformance and Corrective Action • Document Control • Engineering Design Management • Electrification • HSQE Documentation • Hours Worked - Fatigue | <ul style="list-style-type: none"> • Inspection & Testing • Project Delivery Management • Planning • Risk Management • Rail Compliance • Site Set Up & Welfare Procedure • Temporary Works • Commercial and Procurement • Subcontractor Management |
|--|---|

KPIs

Business

- Control regional P&L actual vs planned - periodic
- Oversee projects performance - on time, within budget
- Ensure project reports submission - periodic

Safety

- Control Lost Time Injury Frequency Rate (LTIFR) - 0.20
- Control Close Call Reporting Frequency - 1:250Hrs
- Control Accident Frequency Rate - 0.00
- Attend Safety Focus Group Meetings – 4 per annum.
- Customer Satisfaction Rating - >4.0

Quality

- Audit Frequency (measured against Quality Management Plan Compliance) – 100%
- No Major Defects (rework greater than £2,500) - 0

People

- Employee Satisfaction Survey Participation Rate - 90%
- Conduct regional BU meetings - periodic
- Conduct individual meetings with direct reports - monthly
- Ensure PDPs submission - 100%

Job Requirements

Minimum 10 years experience in leadership roles. Relevant project experience in leading roles. Specialist working knowledge of electrical power systems with supporting formal qualifications.

Competencies & Training Requirements

Planning & Scheduling

Oversees projects to ensure successful planning, execution, monitoring, control and closure, whilst being delivered safely and successfully commercially.

- *Understanding of Primavera P6 basic level*
- *Understanding of SSOWP NR Standards 044 and 019 (e-learning module)*

Delivery

Plans reviews of all projects within the region, programming reviews on a period by period basis.

- *CSCS card to relevant level*
- *PTS*
- *Manager's Environmental Awareness Training*
- *Temporary Works Appreciation*

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Project Management Advises on the programme to ensure it is up to date and reflects actual progress. Ensures that future work is planned according to the published project programme.	<ul style="list-style-type: none"> - <i>APMG Project Planning & Control™ Foundation and Practitioner (or working towards), or PRINCE</i> - <i>Membership of Professional Body for Electrical Power Engineering</i>
Project Documentation & Reporting Reviews project paperwork and ensure completion and issue paperwork is on time.	<ul style="list-style-type: none"> - <i>Understanding of the BCM IMS</i> - <i>Advanced MS Office skills training / experience</i>
Stakeholder Management Pro-actively manages clients' expectations and satisfaction.	<ul style="list-style-type: none"> - <i>Communications / negotiations / influencing skills training</i> - <i>Leadership programme</i>
Change Management Advises on variations or change to the schedule or scope of the project. Ensures all commercial and schedule considerations are accounted for as per the contract.	<ul style="list-style-type: none"> - <i>NEC and NR Suite Contract awareness training</i>
Auditing Conducts audits as per audit procedure.	<ul style="list-style-type: none"> - <i>Internal auditor training</i>
Safety Controls and champions health and safety for region.	<ul style="list-style-type: none"> - <i>ROSPA Membership, IOSH, NEBOSH, FAAW, EFA or equivalent</i>
Leadership Line Management duties, runs SWOT analysis and acts on it.	<ul style="list-style-type: none"> - <i>Leadership programme</i>

BCM Leadership Behaviours (for any role):
<ul style="list-style-type: none"> • Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others. • Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development. • Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success. • Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy. • Build Trust - always deliver on your commitments in an honest and transparent manner. • Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration			
<i>By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.</i>			
Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

Deputising Duties															
<i>The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).</i>															
<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Location</th> <th>Date Briefed</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Position	Location	Date Briefed	Signature										
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