
Role Specification

Job title: Project Controls Specialist - UK

Department: Engineering

Location: Oxford, UK

Date: March 2023

The role of Project Controls Specialist will be based our corporate office based in Oxford, UK. However, some business-related travel, to include international travel, should be expected.

An overview of the role within the Company

Velocys continues to build upon its project delivery capabilities and is now seeking a talented individual to join the engineering division in this newly created role of Project Controls Specialist.

The role will provide significant support for Velocys projects and assignments and will involve the full management of the project control functions, associated to cost, planning, progress control, reporting and risk management of project related activities. Extensive collaboration with external engineering contractors as well as in house colleagues and divisions within the company will be required to ensure the accurate collation and compilation of data is applied to the project planning, cost and progress reporting. Such collaboration will require weekly attendance and coordination of project status meetings. Further duties will include the development and monitoring of the contractors change management system for all phases of the project(s) together with taking the necessary actions, as appropriate to ensure all parties are aware of project changes.

Responsibilities

- Accumulate and compile accurate planning and scheduling data.
- Preparation and control of the project budget.
- Provide updates relating to the progress of the project(s) including forecasting.
- Collaboration with engineering contractor to develop cost control, scheduling procedures, execution, and business plan(s) for project(s).
- Develop and implement basic change management system and protocols, with input from the engineering contractor.
- Oversee the contractors change management system.
- Attend weekly project status meetings.
- Develop and maintain management, project, and control level schedules and progress management and controls systems.
- Work to applicable local, state/province and federal/national statutes and guidelines.
- Effectively manage competing demands.

Organisational interactions

- Immediate supervisor title: UK Engineering Manager
- Next level supervisor title: Vice President, Engineering
- Collaboration with other individuals and groups: Velocys Engineering Group and Cataysis Technolgy Group. Third Party Vendors and Suppliers. Project Management, Business Development, EPC contractors.

Education and experience

- Proven and extensive practical experience in the use of automated cost/schedule management systems Ability to use and interrogate Primavera P6 preferred
- Proven experience in developing risk analysis models for monte carlo simulation
- Demonstrable practical experience gained in an engineering related commercial environment
- Previous leadership experience gained in a project management setting
- Excellent report writing skills, to include technical and commercial content
- Analytical approach to problem solving and identifying potential solutions
- Knowledge of applicable local, state/province and federal/national statutes and regulations
- Strong attention to detail with the ability to multi-task and deliver to deadlines
- Demonstrable interpersonal and communication skills with the ability to liaise on all levels.
- Intermedidate knowledge of MS Office to include O365, Word, Excel and PowerPoint

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

