



**Senior Project Manager – System Integration**

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## JOB DESCRIPTION

### POSITION DESCRIPTION

Position Title	: Senior Project Manager
Department	: System Integration
Reporting To	: Head of System Integration
Subordinates	: Project Managers, Senior Engineers, Engineers, Technicians, and freelance staff.
Grade	: C
Date Prepared	: 08/03/2021
Contract Period	: 2 years
Hours of Work	: Flexible working hours to suit the needs of the business, working from home. In the office or on site is to be expected. CTME will manage the working week in line with the UAE labour Law. Hours worked outside of this can be compensated as time off.

### Background

CTME LLC is a company that is renowned for and specialises in LED screen and Projection systems, delivering a wide range of activity and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event Perimeter screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

### Job Purpose

As Senior Project Manager, the purpose of the role is to be the main company representative to manage the process from appointment to completion, to be the point of contact for the client, design team, contractors, and installation team.

### Key Responsibilities

Duties will include:

- Strategic relationship development and management of Key Consultants and clients
- Maintain technical standards, best practices, process, and document control to support all aspects of projects.
- Ownership and development of documents required for submissions, BOQ's Costings, Quality Plans, Environmental plans, Sustainability plans, Health, and safety etc.
- To provide critical on-site support and decision making to both the design team and contractors
- Resource management for projects, crewing, logistics etc.
- Management of all project Budgets
- Liaison with Business development and support for Bids/proposals
- Attendance on site for project meetings
- To be Project lead on assigned projects
- To actively support CTME on locating and securing new projects within the region



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- Day to day management of the team
- To actively support the company in retaining ISO standards achieved and manage nonconformity along with review and development of SOP's and corrective logs.
- To attend the team meetings as part of the CTME communications strategy.
- To be the responsible person for the allocated projects in relation to Health and Safety
- To ensure the delivery team undertake relevant training and certification to enable the delivery of projects.
- To liaise with all other CTME departments in relation to warehouse requirements and warehouse activity
- To undertake additional duties relevant to position skills and experience.

### Specific Responsibilities

- Assess and cost to ensure the project is commercially viable, includes adhering to all financial requirements and processes.
- Design and specify technical requirements and resources for all A-V requirements.
- Manage the time for the project and the CT personnel resources including schedules and logistics.
- Produce and manage project schedules including related resources planning.
- Manage the supply chain and procurement for the project.
- Provide onsite leadership and direction for the team, sub-contractors, and client.
- Supervise to ensure adherence to all site conditions and standards during installation including testing & commissioning, test events and handover.
- Produce, supervise, and oversee production of all project documentation including O&M's.
- Calculate, negotiate, and oversee Service Level Agreements and maintenance for the project.
- Develop and maintain working relationships with client base, and suppliers both new / old.
- Review assesses and cost for RFP's with commercial and technical expertise & knowledge.
- Produce system designs using appropriate software packages such as Auto-Cad, Project, Teams etc.
- Troubleshoot any AV and IT System issues and recommend rectification.
- Implement and supervise Standard Operating Procedures.
- Maintain, develop, and administer project structure from new business or continued account leads within S-I and Live Events.

### General Responsibilities

- Attend site for inspections, meetings as required.
- Attend company and departmental meetings as required.
- Deputise for other team members, as necessary.
- Support the sales team in assessing bids and feasibility of a project.
- Manage junior personnel and sub-contractors.
- Recommend and maintain a freelance database of additional personnel.
- Record keeping and general administrative duties as required.
- Be able to work unsupervised and have ability to lead a team.
- Author and undertake training for company personnel and clients.
- Manage own health and safety and that of other people who may be affected in the workplace.
- Ensure personal and team presentation, punctuality, and reliability, which reflect the corporate image of CTME.
- Effective communication and interpersonal skills.
- Strong attention to detail and quality of work.
- Fluent in English, written & spoken.
- Flexible to work across 7 days a week, night and day in a professional construction & event environment.
- Friendly & approachable



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- Excellent communication skills at all levels
- Willingness to work as a team member
- To deputise for the HOD – System Integration

#### Skills and Experience

- Good Project Management experience.
- Experience of managing large budgets and cashflow.
- Knowledge and evidence of electronics and event systems.
- Experience of managing teams.
- Experience of project management tools.
- Experience of management of procurement logistics.
- Experience of senior project management and personnel management skills.
- Knowledge of construction H&S, site management and testing & commissioning.
- Experience of technical authoring.
- Experience of operations and implementing maintenance systems.
- Excellent personal skills and the ability to maintain commercial networks.
- Knowledge and experience of current entertainment technology required for large scale installations.
- Knowledge of relevant software programmes and evidence of using them.
- Experience of electrical, electronic and software systems.
- Methodical working practices.

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions employees are required to carry out such other duties as may reasonably be required.