CROSSRAIL JOB DESCRIPTION

Title of Post: C660 Station Interface Manager
Department: Routeway
Directorate: Delivery
Reports to: Project Manager
Date: 20 May 2019

1. Purpose of the Job
To provide proactive leadership to manage the multitude of technical and people interfaces, between the C660 Contract and over 35 station, shaft and portal locations.

2. Principal Accountabilities
- Representing the C660 leadership team at key Station meetings, including Viz and team meetings
- Supporting the T&C and Construction Managers with the management of T&C construction interfaces between the systemwide and stations, shafts and portals teams.
- Having cognisance of current and upcoming T&C and construction activities at each geographic location through liaison with project site / construction managers.
- Management of the T&C and construction interfaces between the assigned principle contractor and other adjacent or follow-on Crossrail contracts on site.
- Ability to act as deputy for the Project Manager during periods of absence.
- Making decisions based upon sound information and strong engineering judgement in order to support a logical, integrated schedule of works.
- Building strong and collaborative relationships within the Routeway delivery team, the Systemwide contractor's team, the wider Crossrail project teams and with third parties.
- Supporting the Project team in preparing and reviewing communications and instructions to and from the contractors in accordance with the Works Contracts Administration Procedures.
- Monitoring and supporting the contractor's compliance with Environmental, Safety & Health requirements, escalating issues and seeking intervention where required. Checking there is a satisfactory level of health and safety.
- Take reasonable care of your own and others' health and safety and of those who may be affected in the day-to-day delivery of this role by taking personal responsibility for working to the Crossrail Target Zero principles.
• Act as a role model for Crossrail’s vision and values, behaving in ways that are in alignment with Crossrail’s Ways of Working. Encourage and support others to do so too.

• Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues.

• Take necessary care to properly protect the confidentiality, integrity and availability of corporate information from unauthorised disclosure, modification or destruction. Never knowingly put Crossrail’s information or information systems at risk.

3. Main Challenges of the Job

• Developing strong working relationships across multiple parties.

• Delivering against critical and challenging programme milestones.

• Managing multiple interdependent construction interfaces against a dynamic programme with competing priorities.

• Implementing change and closely working with the Contractor to mitigate the consequences

4. Dimensions & Interfaces (Internal and External)

Key working relationships

• Reports to the Deputy Project Manager

• Works closely with Project Field Engineer, Business Manager, other Site Managers (if multi-site project), Area HSE representatives.

• Collaborates closely with adjacent contractor’s.

5. Person Specification

• Strong engineering knowledge and construction experience.

• Team player and pro-active relationship builder.

• Effective and logical communicator.

• Experience of managing multiple interfaces across a complex programme of works.

• Experience of managing the construction of significant value packages of work on comparable major project infrastructure works

• Understanding of project controls processes

• Knowledge and experience of site-based ES&H processes and procedures

Signature of Job Holder(s): .................................................. Date: ..........................

Signature of Line Manager: .................................................. Date: ..........................