



Temp/Fixed Term:

Data Management/Admin - Phase IV Project

The Port of Cromarty Firth is a Trust Port which exists to improve, safeguard and develop the Cromarty Firth as a Port for the benefit of stakeholders and is a self-financing commercial business.

We are seeking a professional Data Manager/Administrator with proven experience in implementing, developing and maintaining an efficient data management system in order to support our new Phase IV development.

Key responsibilities:

- Implement a robust project data management system conducive to efficient project development; accurately maintain databases for project documentation in line with company processes and procedures
- Act as data manager and support the project team throughout the construction of the development project
- Attend and record project meetings; compose and distribute minutes
- Monitor current status against Project Activity Schedule including cost analysis and cash flow
- Provide assistance to the project management team as required
- Provide status reports as required; internal communication/update of Construction Programme
- Work with the company sponsor to generate and maintain an accurate and meaningful critical path for work streams which can be communicated to the Project Team enabling issues to be reconciled and decisions made to assist in the recovery of slippage, where applicable.
- Provide assistance to effectively communicate the project status to external Stakeholders.
- Other duties as required from time to time to meet the needs of the business

Key Experience & Attribute Requirements:

Experienced working with controlled document management preferably within a construction environment

Attention to detail and awareness of implications of errors in document management

Financially astute including cost curve analysis, provide cash flow updates including funding spend and updates

Working knowledge of IT elements of document management and proficient working with the Microsoft suite – including Microsoft Project, Excel, Word, Outlook and PowerPoint. Flexible approach to work

Application: This is a fixed term (18 month) contract role, for the duration of our development project

If you wish to apply please complete the PoCF F610-03 Recruitment Application Form (available on the website) and return to DeeanneW@cfpa.co.uk or send to HR at Port Office, Shore Road, Invergordon IV18 0HD

Closing Date: 5pm on 11th January 2019

Interviews will take place the week commencing 14th January 2019