

| <b>SKILLS FRAMEWORK FOR ENGINEERING SERVICES<br/>SKILLS MAP – MANAGER (PROJECT DEVELOPMENT)</b> |   |   |
|---|---|---|
| <b>Sector</b>   | Engineering Services  |   |
| <b>Track</b>  | Project Development   |   |
| <b>Occupation</b>   | Engineering Professional  |   |
| <b>Job Role</b>   | <b>Manager (Project Development)</b>  |   |
| <b>Job Role Description</b>   | <p>The Manager (Project Development) is responsible for spearheading project development strategies and plans. He/She leads project development from opportunity identification to project conceptualisation and planning. He establishes strategic relationships with internal and external stakeholders to ensure smooth project development activities, and solicits requisite approvals and permits. He leads the project specification, estimation and planning activities and also ensures project risk management. He manages a team of senior engineers and ensures efficient business operations.</p> <p>He is an experienced professional, preferably a trained engineer, and is able to address technical queries that arise during the course of his duties. He is conversant with the industry, company clientele, competitors and contractors. He is highly analytical, enjoys solving challenging problems, and is able to lead others effectively. He may be expected to travel occasionally and work after office hours.</p> |   |
| <b>Critical Work Functions and Key Tasks</b>  | <b>Critical Work Functions</b>  | <b>Key Tasks</b>  |
|   |   |   |
|   | Drive project origination and development   | Formulate project origination strategies aligned to organisational objectives based on economic and market analysis |
|   |   | Authorise proposed projects based on risk and feasibility analysis  |
|   |   | Establish business development strategies to capitalise on potential project opportunities and tenders              |
|   |   | Approve optimal alternative project solution based on technical and commercial value propositions                   |
|   |   | Strategise project development practices to attain the organisation's profitability and sustainability goals        |
|   |   | Approve business case and project proposal or tender response   |
|   | Develop project specification   | Approve the project scope, goals and objectives   |
|   |   | Endorse project requirements and project constraints  |
| Drive strategic partnerships with relevant internal and external project stakeholders           |   |   |
| Formulate solutions to ensure compliance with regulatory and legislative pre-requisites         |   |   |

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|---|---|---|---------------------|--|
|   |   | Endorse project specification documentation   |                     |  |
|   | Conduct project planning and estimation   | Drive collaboration with internal and external stakeholders for project estimation and cash flow projection         |                     |  |
|   |   | Lead stakeholder engagements for sign-off on baseline budget, schedule and project success metrics                  |                     |  |
|   |   | Endorse project deliverables and work breakdown structure to optimise project efficiency and performance            |                     |  |
|   |   | Formulate strategies to optimise project staffing and acquisition of project team members                           |                     |  |
|   |   | Approve integrated project plans for project execution, risk management, quality control and safety management      |                     |  |
|   | Manage people and organisational function | Develop strategies for resource planning and utilisation  |                     |  |
|   |   | Drive department performance to achieve organisational goals  |                     |  |
|   |   | Drive talent recruitment and development for the department in alignment with organisational strategy               |                     |  |
|   |   | Manage the department's financial inflow and outflow against allocated budgets and forecasts                        |                     |  |
|   |   | Validate risk management plans and risk controls to ensure compliance with organisation's risk management framework |                     |  |
|   |   | Manage continuous improvement and change management initiatives for time, cost and quality improvements             |                     |  |
|   | <b>Skills &amp; Competencies</b>          | <b>Technical Skills &amp; Competencies</b>  |                     | <b>Generic Skills &amp; Competencies (Top 5)</b> |
| Budgeting                                   |   | Level 4   | Communication       | Advanced   |
| Building Information Modelling Application  |   | Level 5   | Decision Making     | Advanced   |
| Business Negotiation                        |   | Level 5   | Problem Solving     | Advanced   |
| Business Performance Management             |   | Level 4   | Resource Management | Advanced   |
| Business Presentation Delivery              |   | Level 4   | Leadership          | Advanced   |
| Business Proposal Writing                   |   | Level 4   |                     |  |
| Change Management                           |   | Level 4   |                     |  |
| Civil and Structural Engineering Management |   | Level 4   |                     |  |
| Continuous Improvement Management           |   | Level 4   |                     |  |
| Contract Development and Management         |   | Level 5   |                     |  |

|                          |   |         |  |
|--------------------------|---|---------|--|
|                          | Cost Management   | Level 5 |  |
|                          | Data and Statistical Analytics  | Level 4 |  |
|                          | Electrical Engineering Management   | Level 3 |  |
|                          | Environmental Management System Framework Development and Implementation  | Level 5 |  |
|                          | Geotechnical Engineering Management   | Level 4 |  |
|                          | Hazards and Risk Identification and Management  | Level 4 |  |
|                          | Instrumentation and Control Design Engineering Management   | Level 3 |  |
|                          | Learning and Development  | Level 4 |  |
|                          | Manpower Planning   | Level 4 |  |
|                          | Market Research   | Level 4 |  |
|                          | Mechanical Engineering Management   | Level 3 |  |
|                          | Organisational Resource Management  | Level 5 |  |
|                          | Organisational Risk Management  | Level 4 |  |
|                          | Programme Management  | Level 4 |  |
|                          | Project Feasibility Assessment  | Level 5 |  |
|                          | Project Risk Management   | Level 4 |  |
|                          | Staff Management  | Level 4 |  |
|                          | Stakeholder Management  | Level 4 |  |
|                          | Strategy Development  | Level 4 |  |
|                          | Technical Writing   | Level 4 |  |
|                          | Technology Application  | Level 4 |  |
| <b>Programme Listing</b> | For a list of Training Programmes available for the Engineering Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/engineeringservices">www.skillsfuture.sg/skills-framework/engineeringservices</a> |         |  |

The information contained in this document serves as a guide.