

SKILLS FRAMEWORK FOR ENGINEERING SERVICES SKILLS MAP – ASSISTANT MANAGER/SENIOR ENGINEER (PROJECT DEVELOPMENT)		
Sector	Engineering Services	
Track	Project Development	
Occupation	Engineering Professional	
Job Role	Assistant Manager/Senior Engineer (Project Development)	
Job Role Description	<p>The Assistant Manager /Senior Engineer (Project Development) is responsible for ensuring the integrity of the project development activities. He/She reviews the business case, project proposal and tender response for capitalising on new opportunities. He validates the project specification and estimations, and ensures compliance with legislative pre-requisites. He also ensures that project execution plans and risk management plans are in line with the organisation's risk management policies and procedures. He drives collaboration with internal and external stakeholders on key project development matters. He manages a team of engineers and ensures efficient business operations.</p> <p>He is 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 possesses analytical, problem-solving and stakeholder management skills to resolve issues that arise in the course of work. He may be expected to travel occasionally and work after office hours.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Drive project origination and development	Evaluate project origination opportunities based on market and economic analysis
		Evaluate proposed projects based on risk and feasibility analysis
		Drive regional business development to capitalise on potential project opportunities and tenders
		Recommend optimal alternative project solution based on technical and commercial value propositions
		Review economic, social and environmental impact assessment for proposed projects
		Review business case and project proposal or tender response
	Develop project specification	Review the project scope, goals and objectives
Review project requirements and project constraints		
Collaborate with relevant internal and external project stakeholders to drive project development activities		

		Review permit and approval requirements for compliance with regulatory and legislative pre-requisites		
		Verify accuracy and quality of project specification documentation		
	Conduct project planning and estimation	Review quantitative estimates for project cost, resources and projected cash-flows		
		Manage internal and external stakeholder buy-in on baseline budget, schedules and project success metrics		
		Liaise with stakeholders to optimise project deliverables and work breakdown structures		
		Oversee project staffing and acquisition of project team members		
		Review integrated project plans for project execution, risk management, quality control and safety management		
	Manage people and organisational function	Acquire and allocate resources to support business operations		
		Drive team performance to achieve department goals		
		Identify recruitment needs and areas for technical and business management training and development		
		Analyse financial implications of business strategies to daily operations		
		Develop risk management plans and risk controls in alignment with organisation's risk management framework		
		Analyse viability of proposed continuous improvement initiatives and drive change management		
	Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)
Budgeting		Level 3	Communication	Intermediate
Building Information Modelling Application		Level 4	Teamwork	Advanced
Business Negotiation		Level 4	Decision Making	Advanced
Business Performance Management		Level 3	Computational Thinking	Advanced
Business Presentation Delivery		Level 4	Problem Solving	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 4		

	Cost Management	Level 4	
	Data and Statistical Analytics	Level 3	
	Electrical Engineering Management	Level 3	
	Environmental Management System Framework Development and Implementation	Level 4	
	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 3	
	Manpower Planning	Level 4	
	Market Research	Level 4	
	Mechanical Engineering Management	Level 3	
	Organisational Resource Management	Level 4	
	Organisational Risk Management	Level 4	
	Programme Management	Level 3	
	Project Feasibility Assessment	Level 4	
	Project Risk Management	Level 4	
	Staff Management	Level 4	
	Stakeholder Management	Level 4	
	Technical Writing	Level 3	
	Technology Application	Level 3	
Programme Listing	For a list of Training Programmes available for the Engineering Services sector, please visit: www.skillsfuture.sg/skills-framework/engineeringservices		

The information contained in this document serves as a guide.