

# JOB DESCRIPTION

<b>POST:</b> ASSISTANT PROJECT MANAGER (1.0 FTE)	<b>POST NO:</b> NS3
<b>DIRECTORATE:</b> MAJOR PROJECTS & COMMERCIAL SERVICES	
<b>SCALE:</b> G/H (CAREER GRADE)	
<b>ANY SPECIAL CONDITIONS:</b> <p>(a) <u>Career Grade</u></p> <p>Scale G - Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience.</p> <p>Scale H - Postholder able to carry out the full duties of the post with minimal supervision and no additional training or development.</p> <p>Progression to Scale H is at the discretion of the Built Environment Manager, having regard to the competence of the postholder and availability of work at the appropriate level.</p> <p>(b) Essential User Car Allowance (Currently under review)</p>	
<b>RESPONSIBLE TO:</b> Built Environment Manager– PX30	
<b>RESPONSIBLE FOR (POSTS):</b> <p>None, but expected supervision of consultants and contractors on site.</p>	
<b>MAIN PURPOSE OF POST:</b> <p>Assist the Built Environment Team to deliver a wide range of capital and revenue projects. To support various members of the team by liaising with contractors and consultants.</p> <p>To support the Council's achievement of its service aspirations through effective procurement of property related services from External Consultants and partners.</p>	
<b>SPECIFIC DUTIES OF POST:</b> <p>a) Assist the Built Environment Team with the delivery of a wide range of capital and revenue projects, including residential new build, civil, flood, non-residential cyclical maintenance, and community-based projects such as play areas.</p> <p>b) Assist the Built Environment Manager in Team administration tasks such as arranging team meetings, typing minutes, and arranging training events.</p> <p>c) Assist the Built Environment Team in preparation of specifications, tender and appoint successful contractors. Ensure selection process is fair and in line with the corporate procurement code.</p> <p>d) Ensure projects are delivered on time and on budget, and to the required standard.</p>	

- e) Assist Built Environment Team in providing effective communication updates to project sponsors, corporate communications team, finance, other colleagues, Members, and other key stakeholders, as appropriate.
- f) Liaise very closely with the Built Environment Manager and the Project Managers and agree any support from other team members to ensure effective delivery of the individual projects responsible for within the Built Environment Team's works programme.
- g) Seek the advice of the Built Environment Manager on any conflicts in terms of individual project requirements.
- h) To assist in the preparation and updating of Project Documents such as risk registers, programmes, communications plans, project directories, financial forecasts, and any other administrative task the Built Environment Team may require.
- i) Assisting and monitoring of works on site visits.
- j) Attending a variety of project public events such as pre-planning public consultations.
- k) To ensure the observance of the Construction (Design and Management) Regulations including COSHH, in compliance with both legislation and the Council's corporate procedure.
- l) To carry out such other duties as the Built Environment Manager may from time to time reasonably require.
- m) To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards.
- n) To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- o) To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- p) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- q) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy.

**AMENDMENT DATE:** April 2022

**POSTHOLDER'S SIGNATURE:**

# CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: <b>ASSISTANT PROJECT MANAGER (1.0 FTE)</b>	POST No: <b>NS3</b>
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<b>CHARACTERISTICS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS/ABILITIES</b> (Specific skills and abilities required to undertake the duties)	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Communication skills</li> <li>• Good written and spoken communication skills.</li> <li>• Ability to work with a range of people.</li> <li>• Logical, numerate and literate</li> <li>• Organised and committed to quality.</li> <li>• Flexible.</li> <li>• Interpersonal skills</li> <li>• Decision making skills</li> <li>• Organisational skills</li> <li>• Ability to use own initiative</li> <li>• Problem solving ability</li> <li>• Prioritisation</li> <li>• IT in Microsoft Office suite or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Local Government procedures and practices.</li> <li>• Working in sensitive environments</li> </ul>
<b>KNOWLEDGE</b> (Particular knowledge which will be necessary to perform the work effectively e.g., of specific legislation or regulations)	<ul style="list-style-type: none"> <li>• Knowledge of customer service</li> <li>• Knowledge of communications</li> <li>• Knowledge of Construction and Civil Engineering legislation, statutory codes, and controls.</li> <li>• Knowledge of current legislation including Health and Safety matters.</li> <li>• Tendering and procurement options and procedures.</li> <li>• Knowledge of Environmental Sustainability Best Practice within the construction industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciation of related policies, processes, and practices</li> <li>• Awareness of CAD and BIM</li> <li>• Knowledge of public sector procurement processes.</li> </ul>
<b>QUALIFICATION/ TRAINING</b> (Education/vocational qualifications and other training) <b>VERIFICATION WILL BE REQUIRED</b>	<ul style="list-style-type: none"> <li>• Good general education including Maths and English</li> <li>• Multi trade work or site experience at project management level</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management or Construction related qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with clients and</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Local</li> </ul>

<p>(Level and type of previous experience)</p>	<p>contractors to deliver a range of projects</p> <ul style="list-style-type: none"> <li>• Acting for a client in dealings with consultants and contractors.</li> <li>• Managing project budgets.</li> <li>• Negotiating with public bodies and regulatory bodies.</li> <li>• Experience of working with professional consultant design teams.</li> <li>• Experience of project management</li> <li>• Building maintenance experience.</li> </ul>	<p>Government procedures and practices.</p> <ul style="list-style-type: none"> <li>• Working in sensitive environments.</li> </ul>
<p><b>QUALITIES</b> (Particular qualities necessary to carry out the works e.g., ability to work co-operatively in a team, use own initiative)</p>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• A positive attitude towards customer services issues.</li> <li>• Persuasive and tenacious</li> <li>• Dedicated and professional at all times</li> <li>• Able to work in a demanding environment is essential and able to deal with tenants, and contractors in difficult situations.</li> <li>• Must work as member of a team.</li> <li>• Communicate at all levels.</li> <li>• Able to represent the Council in a confident, professional, pleasant manner and demonstrate a high standard of customer care</li> <li>• Flexible and reliable</li> <li>• Self-discipline</li> <li>• Professional appearance and confident manner.</li> <li>• Committed to task completion.</li> <li>• Understanding of, and commitment to, equal opportunities.</li> <li>• Interest in professionally related activities.</li> </ul>	
<p><b>SPECIAL CONDITIONS</b> (e.g., willingness to work unsocial hours or wear a uniform)</p>	<ul style="list-style-type: none"> <li>• Able to travel between sites and to any role-related contacts that may include customers, clients, suppliers, external organisations, and other</li> </ul>	

Local Authorities

- A full and current UK driving licence