



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Assistant Project Manager	<b>Grade:</b> S01 – PO2
<b>Section:</b> Programme Management Office (PMO) Property Services	<b>Directorate:</b> Housing and Regeneration
<b>Responsible to following manager:</b> Programme manager	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b> August 2022

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

Assist in delivering the Programme Management Office (PMO) Capital programmes by assisting and supporting the project management team in undertaking all necessary duties as required by a Client to lead project teams and successful deliver the projects and programmes. Responsible for delivery of minor projects (under supervision).

### Specific Duties and Responsibilities

1. Supporting the Programme Manager, Senior Project Managers and Project Managers in the delivery of the capital programmes and projects.
2. Support the PM team with a number of typical project management functions; change management, coordination of the design process, help to oversee and



manage the control of the project both pre- and post-contract and manage financial expenditure throughout any appropriate RIBA stages.

3. Assist the PM team and participate in risk, value and opportunities management, including supporting the facilitation of workshops, meetings and Gateway reviews attended by the Client, stakeholders, projects team, and contractors.
4. Assist the PM team to prepare and issue reports including but not limited to Project Execution Plans, Strategy reports, risk registers, progress reports and Council reports.
5. Responsible for delivery of minor projects (under supervision)
6. Contribute to the overall procurement methodology of the Capital Programmes and projects
7. Payment of monthly consultant and contractor invoices based upon performance and programme.
8. Support the Contract administration under NEC3, ACA and JCT contract conditions.
9. Contribute to the operation of the PMO function and support improvements to the Project Management processes.

**Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

The role will require travelling and will require attending various sites as necessary.

**Progression to SO1**

- Acts as client Project Manager on schemes as directed.
- Liaises with clients, end users, design consultants in matters of project development and construction
- Assists in the preparation of project briefs and commissioning of surveys, feasibility studies and design services on works of a simplistic nature.
- Assists in the evaluation of consultant and contractor bids and assists in monitoring performance of contractors and consultants and reports to Senior Project Manager as required.
- Contributes to meetings on behalf of the team.

**Progression to SO2**

- Reviews and comments on reports, feasibility studies and design information in relation to projects of simple nature.
- Assists in management and reporting on budgets and ensures that schemes are delivered within budget implementing governance and change control process.
- Commissions and manages fixtures, fittings and equipment (FF&E) packages on construction projects.

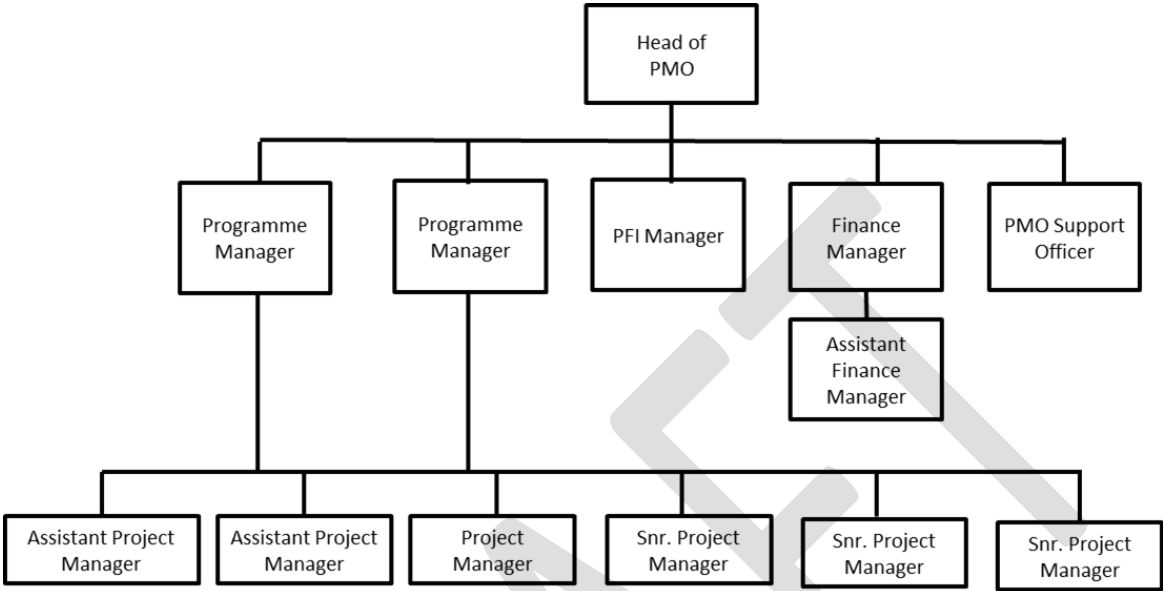
**Progression to PO1**

- Deals with queries from Head Teachers and stakeholder in relation to projects.
- Prepares reports on behalf of the Senior Project Manager
- Manages Consultants on low complex construction projects.
- Manages budgets and as required for the Senior Project Manager and Programme Manager.
- Ensures consultants and contractors are commissioned and procured in accordance with Standing Orders and Financial Regulations.

**Progression to PO2**

- Provides complete oversight for Project Manager and Senior Project Manager in their absence, on all areas of work within the post holders responsibility.
- Acts as Project Manager on low complex construction projects.

Team structure



# Person Specification

<b>Job Title:</b> Assistant Project Manager	<b>Grade:</b> SC 6 – PO2
<b>Section:</b> Programme Management Office (PMO) Property Services	<b>Directorate:</b> Housing and Regeneration
<b>Responsible to:</b> Programme Manager	<b>Responsible for:</b>
<b>Post Number/s:</b>	<b>Last Review Date:</b> August 2022

## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
An understanding of project management methodologies and tools.		A/I
An understanding of the technical, legal and commercial processes that affect and influence a capital project and programme		A/I
Good organisational skills and excellent IT skills		A/I
<b>Experience</b>		
Experience supporting a project team delivering capital projects and programmes		A/I
Experience of contributing to or directly managing the successful delivery of		A/I

building and construction projects.	
Analysing and summarising information and preparing reports and policy documents, including financial management information.	A/I
Monitoring, reviewing and evaluating performance of capital programmes including identifying ways to address gaps	A/I
Working within or for a local authority client and experiences of the democratic process that influence the decision-making route is highly desirable but not essential.	A/I
<b>Skills</b>	
Ability to develop and maintain relationships with a diverse group of project team members, stakeholders, customers and clients.	A/I
Communication skills: ability to communicate clearly, diplomatically and effectively with a diverse range of people; demonstrate a high standard of grammatical English.	A/I
Numerical and statistical skills: able to carry out mathematical calculations, check the accuracy of data and interpret and present it simply and concisely	A/I
Strong analytical skills, including the ability to analyse problems and identify and apply creative, realistic solutions	A/I
Ability to develop positive effective working relationships with a range of people.	A/I
Ability to pay attention to detail and a produce work of a consistently high standard.	A/I
Ability to manage self and support team through change	A/I
Ability to manage competing priorities and achieve tight deadlines and work well under pressure	A/I
<b>Qualifications</b>	
Minimum of 10 GCSE's or equivalent including Maths and English	A/C
Fully conversant to an intermediate level in the Microsoft Suite – Outlook, Word, Excel and Power point	A/I
Experience of providing high quality administrative support in demanding and pressurised environment	A/I
Skills in producing creative graphics and presentation material	A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**