

SECTION 1 : JOB DESCRIPTION

JOB TITLE : Assistant Project Manager
SERVICE AREA : Programme & Project Delivery
DIVISION : Programmes & Projects Practice
GRADE : GR4 **NO OF POSTS :**
ID REF : **DATE : May 22**

1. PURPOSE OF JOB :

- 1.1 Responsible to the Director of Project and Programme Management in providing a full range of professional services to internal and external clients. To represent Acivico at a project level and in managing programmes of work and maintaining the highest possible standards of design and construction.
- 1.2 Support the Director of Project and Programme Management to contribute knowledge and experience into a market-led/customer-focused business plans aimed at growing the reputational value, customer base and profitable income of Acivico.
- 1.3 To work flexibly and exhibit and endorse the vision and values and behavioural traits of the organisation.

2. KEY RESPONSIBILITIES :

- 2.1 **Customer Retention and Market/Opportunity Development :** Including Acivico Market Profile and New Service Solution/Product Development.

Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the designated service area(s). They may also include other duties that are commensurate with the grade and nature of the post. There is an expectation that the post holder will develop in line with key 'strengths' to ensure flexible and integrated working across the organisation.

1. To support to the contribution of new business sales and marketing campaigns related to the team.
2. To support the generation of income to achieve or exceed agreed financial performance targets.
3. To support to build and develop collaborative relationships with colleagues, key customers, and stakeholders.
4. To maintain an awareness of external factors (including competitors, construction developments, government business initiatives, current and proposed legislation in relation to commercial activities) which impact the business. Communicating such information and any subsequent changes to the Team.
5. To support the development and implementation of improved professional services, including service improvement, customer satisfaction, public relations, marketing, performance management and other emerging business initiatives.
6. To represent the company externally e.g. at networking events, conferences and exhibitions to enhance and strengthen the company's profile and optimise all business development opportunities.



2.2 **Operational Performance :**

1. To work as part of a high performing team geared to providing exceptional customer service and demonstrating commercial acumen in line with Acivico's vision, values and overall business strategy.
2. To focus on striving for excellence by driving out unnecessary waste through supporting continuous process improvement.
3. To support to ensure that all commercial activities meet or improve on budget, cost and efficiency targets (Key Performance Indicators) in line with business objectives.
4. To ensure compliance with all the requirements of Acivico's Quality System BS EN ISO 9001 and ISO 14001.
5. To ensure compliance with contractual provisions on individual projects and programmes of work.
6. To become familiar with and ensure compliance with the requirements of Acivico's professional services specification for projects and programmes delivered in accordance with Acivico's contract with Birmingham City Council.
7. Observance of Acivico's Equal Opportunities policy.
8. Any other duties as commensurate with the post.

2.3 **People Skills :**

1. Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
2. To comply with the full range of relevant HR procedures in accordance with Acivico's policies.
3. To ensure compliance with all statutory requirements, e.g., Health & Safety, etc., and the implementation of a positive Health & Safety culture that has ownership at all levels.

2.4 **Finance and Commercial (Contracts) Performance :**

1. To contribute to the profitability, efficiency, continuous development and compliance of any client contracts/agreements within the service area.

3. **SUPERVISION REQUIRED :**

Supervising Officer : Director of Project and Programme Management

***Level of Supervision :** 1

*Level of Supervision :

1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4. **SPECIAL CONDITIONS :** None

5. SPECIFIC JOB REQUIREMENTS :

1. To support the Director of Project and Programme Management in the provision of project management services working alongside multi-disciplinary in-house professional/technical teams, consultant and contractor partners in the delivery of construction related services to in-house and external and clients. Responsible to the Director of Project and Programme Management for the delivery of a project management service within Acivico working collaboratively with other team members and partners. To assist Principal and Senior Project Managers and other team members in delivery of design, maintenance and professional consultancy services to Acivico's clients.
2. To support the delivery of projects to time, cost and quality.
3. To support the development and integration of the project management function within Acivico and with external partners including the management, training and development of staff.
4. To provide a professional, responsive and customer facing service working in an integrated and collaborative way within Acivico and with partners.
5. To support the Director of Project and Programme Management to develop systems and workflow methodology to ensure the effective, timely and economic use of resources to deliver projects to the satisfaction of customers.
6. To work closely with the Principal and Senior Project Managers to maximise the skills, capacity and professional expertise in the delivery of all projects to ensure integrated working with multi-disciplinary teams within Acivico and with external partners.
7. To support the Project and Programme Management Team in the control of budgets, project resourcing/expenditure and ensuring the overall financial viability of commissions.
8. Provide client/consultant liaison, ensuring both the clients and project objectives are delivered.
9. To act as Assistant Project Manager on a portfolio of minor projects.
10. To support all aspects of the project management function, including formulating briefs, feasibility reports, production of project programme, management of design and cost information production.
11. To facilitate communication and ensure a clear understanding of outputs and programme milestones by all parties within multi-disciplinary teams including Acivico, external consultants, partners, clients and contractors.
12. To support Director of Project and Programme Management and other team members in improving the quality of design, life cycle/whole life costing, selection of procurement routes, project delivery and achievement of Rethinking Construction/Egan principles.

SECTION 2 : PERSON SPECIFICATION

Method of Assessment : AF = Application Form; I= Interview; T = Test/Exercise; P = Presentation

	Essential	MoA
	<p>Experience :</p>	
1	Experience in a professional construction discipline, e.g., Architecture, Building Surveying, Quantity Surveying, Engineering, Project Management, Construction Management	AF, I, T, P,
2	A minimum of 1 years post qualification experience working as an Assistant Project Manager including experience at project level to include the following : <ul style="list-style-type: none"> • Support of project management of multi-disciplinary projects • Exposure to contract, financial and budgetary control • co-ordinating workloads • process and systems • collaborative/partnership working 	AF, I, T, P,
3	Experience in the supporting the preparation, implementation and management of NEC & JCT contracts for building and building services.	AF, I, T, P,
4	Experience of supporting the delivery of projects of either design or maintenance for a variety of projects and customers	AF, I, T, P,
	<p>Skills & Abilities :</p>	
1	The ability to successfully carry out the project Management function in a customer focused, commercially driven organisation. The ability to deliver high performing services and exceptional customer service.	AF, I, T, P,
2	The ability to demonstrate commercial acumen in line with Acivico's vision, values and overall business strategy.	AF, I, T, P,
3	The ability to provide support to project management services as part of a multi-disciplinary team of a diverse, design, maintenance and professional construction team to include those areas listed under experience.	AF, I, T, P,
5	The ability to support the coordination and monitoring of delivery of work programmes to financial, time and quality targets and to manage and prioritise resources	AF, I, T, P,
6	The ability to support the project management process and assist the coordination of contracts for construction, repair and maintenance.	AF, I, T, P,
7	The ability to agree budgets, delivery programmes, establish targets, monitor and control revenue and capital expenditure with the support of senior members of the project management team.	AF, I, T, P,



8	The ability to support the promotion and development of the work of Acivico to retain existing clients	AF, I, T, P,
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	Essential	MoA
	Skills & Abilities (continued...)	
9	Negotiation and people skills	AF, I, T, P,
10	Communication and presentation skills	AF, I, T, P,
11	The ability to operate in a commercial environment	AF, I, T, P,
12	Awareness of and empathy with diversity and equal opportunities issues	AF, I, T, P,
13	The ability to realise the benefits of and develop technology in the workplace	AF, I, T, P,
14	Numeracy and analytical skills	AF, I, T, P,
15	Programming skills	AF, I, T, P,
	Training & Development :	
1	Training in project management or project management systems	AF/I
2	Compliance with the CPD requirements of an appropriate professional institution	AF/I
	Education & Qualifications :	
1	Construction/project management related qualification i.e Construction Project Management, Prince2, APM	AF/I

SECTION 3 : STRENGTHS

In addition to the above requirements you will be asked to demonstrate strengths in support of Acivico's values. Strengths can be defined by the following characteristics :

- You do it well - Performance
- You feel good doing it - Energy
- You do it a lot - Use

Strengths vary between job roles and different levels but an overview of them, as required by Acivico, are described below.

Strength	Category Definition	MoA
Customer Service	People who demonstrate this strength act in the best interest of the customer, going the extra mile to provide best customer service.	AF/I
Credibility	People who demonstrate this strength instil confidence and trust in others through the quality of their knowledge and skills.	AF/I
Integrator	People who demonstrate this strength keep up to date with knowledge about the business to improve effectiveness of those around them.	AF/I
Collaborator	People who demonstrate this strength thrive in achieving the best results for the customer through effective teamwork.	AF/I
Adaptor	People who demonstrate this strength are good at juggling different resources according to current and changing needs and look for better ways of doing things.	AF/I
Resolver	People who demonstrate this strength relish solving complex problems with creative solutions and ensure issues are fully resolved and that the customer is happy.	AF/I
Improver	People who demonstrate this strength focus on how outcomes, products and processes can be improved and more efficient.	AF/I
Implementer	People who demonstrate this strength are pragmatic, focussing on solutions that are cost effective and efficient. They always have the customer in mind.	AF/I
Personal Responsibility	People who demonstrate this strength take ownership of their decisions and hold themselves personally accountable for what they have promised to deliver.	AF/I
Visionary	People who demonstrate this strength have a clear view of the future and what they have committed to achieve.	AF/I