

JOB DESCRIPTION

POST TITLE:	Assistant Project Manager
GRADE	10
DIVISION / UNIT	Southwark Construction
DEPARTMENT	Housing and Modernisation
REPORTS TO:	Senior/ Project Manager

PURPOSE OF THE JOB

The Assistant Project Manager is responsible for managing small scale, new homes and estate rebuilding projects from inception to completion, in a timely and effective manner, under the direction of the Senior/ Project Manager. Provides project office support functions to enable the council achieve its' objectives to benefit the community.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

- 1 Responsible for co-ordinating and directing a project team of internal staff and external consultants to deliver new homes and estate rebuilding schemes in line with council strategy and as directed by the Senior/ Project Manager.
- 2 Produce, present and seek approval for reports at key milestones and be responsible for ensuring the scheme meets the programme objectives. Responsibility for project configuration, managing circulation and version control and inputting into quality and change control. Providing management information in line with project management framework.
- 3 Accountable for the project budget and reporting, including any changes and derogations in line with corporate policy.
- 4 Managing the resident consultation process throughout the development process and ensure the objectives for the Council's Charter of Principles are met.
- 5 Ensuring the project meets all technical performance and design standards throughout the design process, site evaluation, on site, construction phase through to completion and in line with RIBA stages of development.
- 6 Manage the progress of projects, identifying associated finances, risks and issues, taking corrective action where required to ensure delivery against individual project plans.

- 7 Manage practical completion, handover and defects process of specific projects, ensuring effective communication and stakeholder management throughout all stages of delivery.
- 8 Meet with relevant business managers and stakeholders, attend and advise relevant meetings, boards and briefings and deputise for the Project Manager as required.
- 9 Act as champion and make best use of systems, processes and policy to ensure effective delivery of projects throughout all stages of delivery. Suggest new ways of working, make and implement recommended improvements.
- 10 Responsibility for assigned delivery stage within specific projects, such as resident consultation, co-ordinating bids for funding, implementation of communication plans, administration of tender process and performance monitoring of contractors.
- 11 Undertake research activities and ad-hoc projects for Southwark Construction as directed by management.

JOB CONTEXT

This role, reporting to the Senior/ Project Manager is part of the team that is responsible for the delivery of new build and estate rebuilding programme, set against the Councils 'fairer future' promise with regard to bringing the full benefits and opportunities of new homes and rebuilding to all Southwark residents.

The impact of the new build and estate rebuilding programme (of all scales) will have significant long term impacts on the existing and future residents of Southwark. This role involves leading on small scale new build and rebuilding projects and being responsible for a property acquisition programme to enable the council to meet housing needs, as well as social and economic needs affected by these projects.

Grade/Conditions of Service

The post holder is required to carry out duties and responsibilities of the post in accordance with the council's policies and procedures and standing orders.

To work occasional evenings and weekends as required.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Working towards a relevant, technical/ professional qualification	E	S, I
Good working knowledge of management/ business systems and ICT applications	E	S, T
General knowledge of the local authority, or other public sector or voluntary organisations	E	I
Knowledge of project management processes and systems	E	S, I
Experience:		
Experience of co-ordinating projects and using relevant project management techniques to achieve quality, budget and timescales	E	S, T
Planning and prioritising own workload to achieve tasks within a tight deadline and in an environment of inter-dependent projects	E	S, I
Experience of communicating effectively with internal and external stakeholders and at all levels of an organisation	E	S, I
Experience of working co-operatively within and team and sharing knowledge and best practice.	E	I
Aptitudes, Skills & Competencies:		
Ability to produce clear and easy to read reports using graphs and charts where relevant	E	T, I
Ability to collate, analyse, report and process complex information	E	T, I
Excellent customer care and interpersonal skills	E	I
Good attention to detail	E	T, I
Ability to manage competing priorities and work to tight deadlines	E	T, I
Special Conditions of Recruitment:		
To work occasional evenings and weekends as required		
Comply with and promote the Council's Equal opportunities policy		

Key: E Essential

S Shortlisting criteria
I Evaluated at interview
T Subject to test