

JOB DESCRIPTION

Job Title : Assistant Project Manager
Location : Based at the Nottingham Office
Reports to : Senior Project Manager
Employment Type : Permanent – Full Time
Advertisement Date : 21-12-2020
Closing Date : 26-02-2021

Purpose:

To plan, manage, monitor and deliver construction projects to the clients agreed criteria (e.g. time, budget and quality) pre and post contract. To help develop new clients and sectors.

Function:

- Client Liaison
- Consultant Procurement
- Fee Administration
- Project Management Pre and Post Contract
- Communication
- Programming
- Goal Setting
- Problem Solving
- Teamwork
- Contract Administration
- Employers Agent
- Chairing Meetings / Minutes
- Project Risk Management
- Project Document Administration

Roles & Responsibilities:

- Understand and deliver the clients' brief.
- Identify and agree solutions to clients and consultants' problems.
- Chair project and design team meetings and distribute minutes.
- Ensure a programme is prepared and issued for each project.
- Ensure the project documents are prepared using the company templates.
- Ensure the client and team of project consultants are organised efficiently.
- Ensure the programme and project documents are updated.
- Ensure co-ordination between the project team, client and contractor.

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- Present written progress reports to the client / line manager.
- Deliver projects on time or before to the clients agreed criteria.
- Assist the project team with the tender process.
- Assist with project bids and business-related tasks when required.
- Chair lessons learnt meetings.
- Ensure that a polite and helpful manner is always used.

Education & Experience	Level / Discipline	Essential / Desirable	Comments
Industry related degree level qualification	Degree Level or working towards	Essential	
Project management industry related experience	2 to 3 years	Desirable	
Knowledge of JCT and NEC contracts	Knowledge and understanding of	Desirable	
Must demonstrate a proven track record of learning and development	Continuous	Essential	

Key Competencies	Essential / Desirable	Comments
Must be able to work part of a team and autonomously	Essential	
Must have strong communication skills (Face to face, email and telecom)	Essential	
Must have a good understanding of the RIBA stages, roles and responsibilities	Essential	
Must have strong values	Essential	

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Must be punctual	Essential	
Good time management	Essential	
Must be competent using Microsoft computer software	Essential	
Must be a self-starter, with a passion for the industry and progression	Essential	
Must be willing to travel to London once per week	Essential	

What do we offer?

- Competitive salary and pension scheme.
- A friendly and professional work environment.
- Staff development & APC support.
- Equal opportunities.
- Full time employment.

How to apply for the position?

- Please respond by email to confirm your interest and role you are applying for with a cover letter and CV.
- Emails must be sent to office@stockdaleuk.com
- Successful applicants will be contacted within 2 weeks of the closing date and invited to participate in the interview process.

Interview process

- Informal telephone interview.
- 2 stage interview process.
- (Please provide photo identification, proof of citizenship and certificates of qualification at interview).