

Job Profile

Position Details	
Post	Assistant Project Manager
Service Area	Housing, Regeneration and Partnership Directorate – Project Delivery Team
Reports to	Senior Project Manager
Grade	PO1 – PO3
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • The Assistant Project Manager will manage minor and assist on larger and complex projects (predominantly construction related) to construct, refurbish, adapt, and maintain Haringey’s premises in line with corporate objectives, and government legalisation. They will assume a proactive role, assisting and leading project teams to deliver high quality and value for money projects using effective project management techniques. • Provide cover and assistance when required, for providing administrative, clerical and secretarial support to the Project Delivery Team. • To assist other project managers in project delivery. • To be an effective and active part of the wider Project Delivery Team ensuring cover and mutual support.

Main Responsibilities
<ol style="list-style-type: none"> 1. To project manage on a range of minor and/or low value (project value up to £500,000) and/or low complexity capital projects (predominantly construction related) from inception to completion under supervision of a Senior Project Manager and/or construction stream lead. 2. To assist Project Managers and Senior Project Managers in the planning, management and delivery of medium to large scale or more complex capital projects (predominantly construction related). 3. To assist the Project Managers and Senior Project Managers in planning, procurement and delivery of capital construction projects specifically assisting in the delivery of the following sub-products: I.T. hardware, voice and data, decanting, removals, furniture, fixtures and fittings. 4. To assist Senior Project Managers and/or Head of Project Delivery in the development and agreement of programmes/portfolios with project sponsor(s) and/or client officers. 5. Co-ordinate the collection of all relevant advice and information from the appropriate sources that will assist in risk management, decision making and project delivery. 6. Plan, monitor and control minor and/or low value and/or low complexity capital projects so

that the agreed objectives, success criteria, standards and regulations are maintained in relation to the project programme, cost and quality.

7. To assist with the preparation and maintenance of the project plan and use to control, monitor and evaluate project progress and performance.
8. To assist with developing an effective communication plan to include all appropriate stakeholders and to co-ordinate and manage its implementation.
9. To assist with effective action planning to bring variations from the project plan back on track where appropriate.
10. To assist with post project reviews in order to measure actual against planned success criteria following practical completion.
11. To assist with the appropriate management and maintenance arrangements following practical and final completion, capturing and sharing the lessons learnt to enable service improvement.
12. To assist with the collection and provision of all required project information, to inform, update and report on performance against set standards and other related Key Performance Indicators using a variety of databases and sources
13. Exercise effective financial management and control of approved resources to ensure that the contractual financial obligations are met in accordance with the service performance objectives and standards.
14. Provide a proactive customer oriented approach to communication and consultation with all stakeholders at all levels.
15. Ensure that project records, files and any related documentation are maintained up to date.
16. Provide cover and assistance when required, in providing administrative/clerical support to the Project Delivery Team including, but not limited to:
 - a. processing correspondence
 - b. setting up meetings; ensuring all papers are issued and materials are in place
 - c. taking and preparing minutes of meetings / site visits
 - d. preparing reports as requested
 - e. preparing presentations, including PowerPoint
 - f. logging, scanning and distributing invoices
 - g. filing and managing electronic records
 - h. printing and photocopying
 - i. maintaining spreadsheets
 - j. booking seminars and conferences
17. Carry out any other administrative/executive support activities as directed by the Head of Project Delivery or any other Project Manager of the Project Delivery Team.

CRITERIA FOR PROGRESSION

Progression to Scale PO2 (PO1 to PO3) will require the postholder to fulfil all the duties listed above and in addition, be self motivated, **work under supervision**, and work to the following higher standards:

1. To successfully project manage an increased range of low value (project value up to £250,000) and/or low to medium complexity capital projects (predominantly construction related) from inception to completion under supervision of a Senior Project Manager and/or Head of Project Delivery.

Progression to Scale PO3 (PO1 to PO3) will require the postholder to fulfil all the duties listed above and in addition, be self motivated, **work under supervision**, and work to the following higher standards:

2. To successfully project manage an increased range low to medium value (project value up to £500,000) and/or low to Medium complexity capital projects (predominantly construction related) from inception to completion under supervision of a Senior Project Manager and/or Head of Project Delivery.

Generic Responsibilities

1. To be an effective and active part of the wider business unit team ensuring cover and mutual support.
2. Provide a proactive customer oriented approach to communication and consultation with all stakeholders at all levels.
3. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
4. To be responsible for the safekeeping of various assigned physical resources such as laptops/smart phones/other council provided equipment within and outside of the Haringey council premises.
5. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
6. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences <ul style="list-style-type: none"> • Experience of assisting project managers in the delivery of medium to very complex and medium to large value (preferably construction related) projects from inception to completion. • Experience of project managing in the delivery of minor and/or low value and/or 	<p>Essential</p> <p>Desirable</p>

low complexity capital projects (preferably construction related) from inception to completion under supervision.	
<ul style="list-style-type: none"> • Experience of procurement methods and management of design, cost and construction related consultants and building contractors. 	Desirable
<ul style="list-style-type: none"> • Experience of assisting and/or managing capital budgets. 	Desirable
<ul style="list-style-type: none"> • Experience of supporting senior management across a number of functions. 	Desirable
<ul style="list-style-type: none"> • Experience of using Microsoft Office and other core office systems/tools. 	Essential
<ul style="list-style-type: none"> • Experience of using Microsoft Project or similar 	Desirable
<ul style="list-style-type: none"> • Experience of working within a group of staff/team within a programme and project setting. 	Desirable
<ul style="list-style-type: none"> • Experience of working effectively with a wide range of teams, individuals and organisations. 	Essential
<ul style="list-style-type: none"> • Experience of working in a large multi-functional organisation or business within either the public or private sector, within a programme and/or project management and/or asset management and/or education and/or construction related field. 	Desirable
<ul style="list-style-type: none"> • Experience of public/stakeholder/end user consultation and communication. 	Desirable
<ul style="list-style-type: none"> • Experience of working with nurseries, schools, governors, head teachers and other stakeholders in the education sector. 	Desirable
<ul style="list-style-type: none"> • Experience of providing customer focused services and working with the public. 	Desirable
<ul style="list-style-type: none"> • Ability to prioritise activities effectively in order to maintain the optimum level of service to the Project Delivery Team, Haringey Council and its citizens. 	Essential
<ul style="list-style-type: none"> • Experience of communicating with colleagues, service users and/or customers and other stakeholders clearly and coherently verbally and in writing. 	Essential
<ul style="list-style-type: none"> • Ability to commission and manage design, cost and construction related consultants on a range of projects, and ensuring that their work is carried out effectively under supervision. 	Essential
<ul style="list-style-type: none"> • Ability to prioritise activities effectively in order to maintain the optimum level of service to the Project Delivery Team, Haringey Council and its citizens 	Essential
<ul style="list-style-type: none"> • Ability to forward plan and the confidence to act on own initiative and/or under minimal supervision. 	Essential
<ul style="list-style-type: none"> • Ability to make things happen. 	Essential
<ul style="list-style-type: none"> • Ability to produce clear and comprehensive reports and letters under supervision. 	Essential
<ul style="list-style-type: none"> • Ability to attend occasional evening/weekend project related consultation and/or information meetings and/or events. 	Essential
<ul style="list-style-type: none"> • Ability to occasionally travel, visit and meet at various premises, offices and construction sites within and outside of the London Borough of Haringey but within the United Kingdom during and outside of core working hours. 	Essential
Qualifications	
<ul style="list-style-type: none"> • Good level of literacy and numeracy 	Essential
<ul style="list-style-type: none"> • Prince2 Foundation or Association of Project Managers Foundation certification (practitioner desired) 	Desirable
<ul style="list-style-type: none"> • Construction related qualification 	Desirable
<ul style="list-style-type: none"> • Project Management related qualification 	Desirable
Knowledge/Skills	
<ul style="list-style-type: none"> • Knowledge of Local Government and public sector with a good understanding of associated issues within the public sector. 	Desirable
<ul style="list-style-type: none"> • Knowledge of Programme and/or Project Management Office processes 	Essential
<ul style="list-style-type: none"> • A basic knowledge and understanding of programme, project, property and education issues within the public sector. 	Essential
<ul style="list-style-type: none"> • A basic knowledge and understanding of construction related consultant and contractor procurement methods. 	Essential
<ul style="list-style-type: none"> • A basic knowledge and understanding of procurement within the public sector. 	Essential

<ul style="list-style-type: none"> • A basic knowledge and understanding of project management terminology, tools and techniques. • A basic knowledge and understanding of Building Control & planning legislation, Construction Design and Management Regulations, Party Wall Act. • Knowledge and understanding of equality issues in relation to service provision and community participation. • Good budget management skills. • Basic leadership skills • Good interpersonal, and verbal communication skills • Good problem solving and negotiation skills • Good level of self management and organisational skills • Good IT skills 	<p>Desirable Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential Essential Essential Essential Essential</p>
<p>The ranges of competencies applicable to the post are:</p>	
<ul style="list-style-type: none"> • Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Good interpersonal skills and working effectively within a team environment to achieve common and agreed goals. Works co-operatively with others to be part of a team, as opposed to working separately or competitively. • Self-discipline and Organisation: Ability to prioritise activities effectively in order to maintain the optimum level of service to the project delivery team, the wider directorate, Haringey Council and its citizens • Communicating Effectively and Appreciating Diversity: Excellent communication skills; communicating with colleagues, service users and/or customers and other stakeholders clearly and coherently verbally and in writing; provision of customer focused services and working with the public and an understanding and commitment to promoting and implementing the Council's Equal Opportunities policies • Innovation and Finding Solutions: Anticipates executive support needs and establishes systems • Impact & Influence: Ability to get buy in and commitment to a shared vision from project teams. Has a strong communication style and creates momentum and excitement about what needs to be done. Employs a range of influencing strategies. • Achievement Focus: Shows determination over time to achieve goals within approved budgets, overcomes challenges & obstacles. • Customer Focus: Promotes a positive image of the work which can be undertaken within the support team, how this can benefit the stream and markets this to the rest of the project and programme delivery teams/office. • Political and Organisational Awareness: A good understanding of associated issues within the public sector. 	

<p>Main Contacts & Other Information</p>
<p><u>Main Contacts:</u></p>

1. Head of Project Delivery
2. Senior Project Manager/Line Manager – Project Delivery Team
3. Various Project Managers – Project Delivery Team
4. Projects Office Lead
5. Procurement
6. Various internal clients: Children’s Service; Asset Management; Procurement; Single frontline Service; Planning and various other business units/directorates and partnering organisations

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Please note that the Project Delivery Team is shortly commencing a structure review.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	75%	Use of a computer.	Yes	80%
Audio typing.			Crisis or conflict situations.	Yes	<1%
Walking more than a mile.	Yes	<1%	Manual handling.		
Working alone or in isolation.	Yes	<10%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Yes	<1%	Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Yes	<1%
Outdoor work involving uneven surfaces.	Yes	<20%	Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
			Working at heights / on ladders, roof work.	Yes	<1%
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.	Yes	<1%
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

None.

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

None.

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

None.

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

None.

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

None.