

<b>Job Description</b>		
<b>Post Title:</b> Assistant Project Manager	<b>Reports to:</b> Director of Project Management	<b>Responsible for:</b> Assisting Project Managers.
<b>Department:</b> Business wide	<b>Salary:</b> £25k - £35k Per Annum <i>(Negotiable depending on experience)</i> <b>Benefits:</b> 28 days holiday, pension, hybrid working, your birthday off <i>(if it falls on a working day)</i> , company social events.	
<p><b>Description:</b></p> <p>We are currently seeking an experienced Assistant Project Manager to join our dynamic team. In this role, you will provide support Project Managers in planning, coordinating, and supervising construction projects from start to finish. You will assist in the progression of various construction projects, provide high-level technical support, enable change, and ensure they are completed safely, on time, and within budget.</p> <p>As an Assistant Project Manager, you will be working across our project management business, either leading the delivery of construction and engineering projects or embedding into our clients’ programmes. We will continuously provide on-the-job training and support to help you navigate your career and professional development down the right path. We are located in St Helens and surrounding areas, where you will join an agile team. As we support our clients, you will be expected to travel and work from client sites across the UK as the role, project, or secondment requires.</p> <p>Our opportunities are varied in size and nature and suit a range of project management styles and backgrounds. However, as a consultancy, we are looking for enthusiastic, self-starting individuals who will thrive on adapting and using a combination of best-practice project management and exceptional people management skills to support project delivery and resolution of any challenges encountered.</p> <p>Typically, the role and responsibilities of the role will include managing work packages under the guidance of a Senior PM or Programme Manager, building on an ongoing track record of delivery against defined margin, schedule, and quality requirements, and reviewing, measuring, and adhering to procedures and standards set externally/internally.</p> <p>Our organisation values teamwork and mutual support among employees. We expect all team members to embody this collaborative approach.</p> <p>We are committed to promoting a diverse and inclusive community where we can all be ourselves, thrive, and develop. To help embed inclusion for all, we offer a range of family-friendly, inclusive employment policies and flexible working arrangements from day one. As an Equal Opportunities Employer, we value applications from all backgrounds, cultures, and abilities.</p> <p>If you want to leverage your experience as an Assistant Project Manager, join our award-winning, developing, and innovative business with ambitious growth plans. We offer planned career progression and the opportunity to shape your own role and career.</p>		

**Project and Programme Management Specialists**  
**Tel: 0161 506 9822    Web: [www.ubiqueprojectmanagement.co.uk](http://www.ubiqueprojectmanagement.co.uk)**  
*Ubique Risk Management Limited trading as Ubique Project Management*

<b>Competency:</b>	<b><u>Essential or Desirable</u></b>
To work to the company's values and behaviours: <ul style="list-style-type: none"> <li>- To keep <b>quality, integrity, and excellence</b> at the heart of what we do.</li> <li>- To succeed as a <b>team</b>, collaborating with colleagues and stakeholders.</li> <li>- To drive things forward with <b>ambition</b>, creativity, and confidence.</li> <li>- To value and <b>respect</b> our colleagues, stakeholders, and customers.</li> </ul>	Essential
Experience in working in alignment with an ISO9001 Quality Management System.	Essential
Experience in design management through a stage gate (e.g. RIBA) development process.	Essential
Knowledge and experience of CDM 2015 regulations.	Essential
Ability to work with others within the organisation, stakeholder groups, and the public as part of a team and on their own initiative.	Essential
Ability to manage workload to ensure timely delivery of objectives within budget, including prioritisation of tasks.	Essential
Ability to use computer packages including email, Word, and spreadsheets, as well as the ability to process and evaluate data.	Essential
Ability to use project management computer packages, including Microsoft Project, and assist with developing and updating project and programme schedules (programmes).	Essential
Ability to gather and compile information for reports and prepare presentations.	Essential
Ability to assist with communications and stakeholder engagement activities relating to programmes and projects.	Essential
Ability to organise and attend meetings and produce accurate minutes and records timeously.	Essential
Ability to assist with developing and compliance with programme and project management quality management processes and procedures.	Essential
Good communication skills with the ability to present information clearly and concisely in writing and verbally.	Essential
Good problem solver and identifier of possible remedial solutions.	Essential
Possess a can-do attitude to assigned tasks and deliverables.	Essential
Ability to assist with risk identification, evaluation, risk assessment, and management processes.	Essential
Working towards or willing to work towards a recognised project management qualification.	Essential
A willingness to be flexible in a changing environment.	Essential
Full driving licence and vehicle access.	Essential
Be friendly, personable, and helpful to staff, stakeholders, and clients.	Essential
Able to travel when required.	Essential
Experience in Assisting Project Management through employment or otherwise.	Desirable
Experience in Contract development and administering Construction Contracts such as NEC3 or NEC4.	Desirable
Good secondary education qualifications.	Desirable