

## Kent County Council

### Job Description: *Assistant Project Manager*

<b>Directorate</b>	Deputy Chief Executive's Department
<b>Unit/Section</b>	Infrastructure / Capital and Strategic Programmes
<b>Grade</b>	KR9
<b>Responsible to</b>	Project Manager

#### **Purpose of the Job:**

Support and monitor a range of projects, leading on specific project activities, where appropriate and providing advice and support to managers within the Directorate, in order to ensure effective project implementation in line with budgets and timescales.

#### **Main duties and responsibilities:**

1. Support a range of projects, leading and co-ordinating specific projects where appropriate and providing advice and support to Senior Managers and colleagues, in order to ensure the successful implementation and completion of projects within defined processes and to the appropriate timescales.
2. Monitor the operational project budget, supporting the Project Manager and bringing any concerns to management attention, in order to ensure that the most effective use is made of resources and the needs of the project are fully met within budget, time and quality.
3. Support the administration of the employer's agent/Project Manager and Change Control processes within the lifecycle of the project to ensure all actions are suitably recorded and monitored. Support with compiling of benchmarking requirements.
4. Maintain a robust monitoring and quality control system for projects, in accordance with policy and procedures, recording risks and preparing regular reports as required assisting with the post project reviews and meeting contractors' KPIs.
5. Maintain regular and effective communication with colleagues within the Directorate attending meetings, preparing and delivering briefings when required, in order to promote projects and ensure the delivery of high quality outcomes.
6. Produce information for managers, to enable good practice to be shared whilst ensuring the application of all relevant internal strategies, policies, and best practice; in accordance with wider national initiatives, guidelines legislation and KCC Corporate Standards.
7. Develop and maintain links with all partnership organisations and agencies, ensure that shared project objectives are met and to understand RIBA stages and delivery in line with the scope.

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| 8. | Adopt a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service ensuring delivery is high quality and puts the customer at the heart of every aspect of the work in fulfilling customer expectations, but still within the defined project tolerances. |
| 9. | Contribute to continuous improvement including capturing lessons learnt from gateway reviews, preparation of policy and procedure notes and other guidance. Support team with Member requests along with enquiries and complaints.   |

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Assistant Project Manager*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>Criteria</b>
<b>Qualifications</b>	Level 4 qualification Working towards professional qualification in Property/Project Management (e.g. RICS/CIOB/APM)
<b>Experience</b>	Experience of working in a project management environment
	Experience of partnership and multi-agency working within the building sector.
	Experience of carrying out quality assurance and evaluation processes
	Experience within a quality assurance environment and using systems including ISO standards.
<b>Skills and Abilities</b>	Good interpersonal skills, both oral and written
	Able to work on own initiative, taking responsibility for actions and demonstrates a professional ability.
	Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate
	Decision making skills delivering positive yet sensitive outcomes, knowing when to escalate.
	Good organisational ability, demonstrating sound project and financial management. Be innovative and a motivator.
	Project management skills
<b>Knowledge</b>	Experience of supporting with the delivery of projects within a Capital Programme background
	Knowledge of RIBA Project Stages, BIM, Government Soft Landings, Modern Methods of Construction.
	An understanding of local government and the expectations of service users
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul>

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)