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**Support and Professional Services**

**Estates**

**Assistant Project Manager**

**ZZ003745**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £29,799 to £33,518 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Assistant Project Manager |
| **Grade:** | 6 |
| **Faculty / Centre:** | Estates & Campus Services |
| **Position Reference No:** | ZZ003745 and ZZ003746 |
| **Cost Centre:** | 38120 |
| **Responsible to :** | Long Term Maintenance Manager / Senior Project Manager |
| **Responsible for:** | Project Management of Estates Projects |
| **Effective date of job description:** | 1/3/16 |

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| **Purpose of Job:** |
| Project Management of small works projects and assistance on more complex/larger projects under the supervision and guidance of senior staff. |

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| **Key Responsibilities:** |
| 1. Project Manage small projects from inception to completion including liaising with internal customers, stakeholders, designers and contractors in line with the University’s Project Management procedures. Liaise with Clients to ascertain project strategic brief.
2. To develop project programmes and monitor critical path activities to ensure appropriate resource / work elements are in place. Produce project reports to keep line management and stakeholders informed
3. Update programmes to accurately reflect the progress being made against that originally programmed.
4. Review programmes submitted by 3rd party contractors to ensure that they are feasible.
5. Management of contract documentation and tender programme for the tendering process directly or with a consultant team.
6. Escort contractors tendering for projects to sites during the tender period, brief them on the projects ensuring that all questions and answers are recorded.
7. Arrange for safety, planning and building control documentation to be produced and submit them to the appropriate authorities.
8. Manage snagging process directly or with external consultant team. Liaise with internal customers and stakeholders.
9. Ensure that the Operations & Maintenance Manuals are received and check that they are correctly completed with all the necessary documentation and certification. Complete Project Completion Sign-off / Transition paperwork.
10. Arrange for the Estates staff and building users to receive training in operating the new installation.
11. Assist with the management of Health & Safety issues reporting any unsafe practises to the H&S advisor.
12. Willingness to work flexibly and outside of University core hours if situations require such attendance.
13. Carry out such other duties commensurate with the grading and purpose of the post as and when required by the University.
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| **Working Relationships:** |
| Director of Estates and Campus ServicesDeputy Director of EstatesSenior Project ManagerLong Term Maintenance ManagerDeans of Faculty, Faculty ManagersHeads of Central ServicesExternal Suppliers of Goods and ServicesHealth & Safety ManagerHR staff at all levels |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Proven knowledge of Planning Projects | E | AF/S |
|  | Proven experience of and familiarity of project management relevant to a large and diverse property portfolio | E | AF/S |
|  | Demonstrable knowledge of all relevant Statutory Legislation including that of Health & Safety | E | AF/S |
|  | Proven knowledge and experience of contract management in construction type projects of various sizes | E | AF/S |
|  | Proven experience in using Microsoft Office including MS Project | E | AF/S |
|  | Experience of working alongside consultants and design teams in Project Management work | E | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to prepare detailed scope of works and review design/specifications | E | AF/S |
|  | Ability to provide detailed works estimates as and when required | E | AF/S |
|  | Ability to manage and maintain delegated project budgets as and when required | E | AF/S |
|  | Good numeracy, literacy and accuracy skills | E | AF/S |
|  | Ability to initiate work and respond to demands in a timely fashion | E | AF/S |
|  | Excellent communication and customer relations skills | E | AF/S |
|  | Ability to work on own initiative or as part of a team | E | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | HNC/HND in Building Construction / Construction Project Manager | E | AF/S |
|  | Construction Project Management qualifications | D | AF/S |
|  | Commitment to Continuous Professional Development (CPD) | E | AF/S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to and promotion of a culture of equality and diversity, respectful of all | E | AF/S |

Legend

Rating of Attribute: E = Essential; D = Desirable

Source of Evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height | **X** |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | **X** | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc) **X** |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Jonathan Craner / Chris Luff |
| **Date** | 20th November 2017 |
| **Extension number** | 6667 / 6694 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.