



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Assistant Project Manager	<b>Role Profile Number:</b> OPN73
<b>Grade: N</b> Salary:	<b>Date Prepared:</b> October 2018
<b>Directorate/Group:</b> Economy and Development Strategic Delivery Team	<b>Reporting to:</b> Senior Project Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- To work as part of the Strategic Delivery Team in the management of the town centre programme of work, and by liaising with various stakeholders internal & external, ensure that projects are delivered through established project management principles.

### Key Accountabilities

- Prepare project documentation for multi-disciplinary, in-house and partner project teams, including the development of project briefs and business cases with project sponsors.
- Convene and prepare documentation for project meetings.
- On-site support to the Project Manager / Senior Project Manager, keeping up to date records of contract management processes
- Act as the single point of contact for all stakeholders and external agencies concerning progress of specific projects
- Support the project managers in the delivery of projects
- Draft written and verbal reports to project board and, subject to approval, Cabinet Member or committees as required.
- Monitor project progress and prepare status reports for the project board, other stakeholders and corporate project monitoring processes
- Co-ordinate public consultation and public relations concerning projects
- Be responsible for the carrying out of post implementation reviews and audits in pursuit of continuous improvement

### **Supplementary Accountabilities**

- Work with other sections of the directorate to ensure provision of appropriate information for the town centre portfolio.
- Co-ordinate with directorate and central finance teams in monitoring fees and expenditure
- Assist in the preparation, implementation and management of construction service contracts.
- Identify and develop improvements to project management processes, supporting and advising other teams, managers and technical staff
- Deputise for other members of the Strategic Delivery team in their absence on day-to day matters arising and make decisions as appropriate

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Membership (or working towards membership) of an appropriate professional institution
- Experience in managing and delivering civil engineering or other relevant projects and programmes (preferred)
- Competency in project management processes and a level of understating of local transport plan issues, public consultation and planning.
- Excellent communication skills
- Experience of working with multi-disciplinary senior professionals and members within a local authority or an organisation with a significant highway function
- The ability to influence senior managers, members, other stakeholders and external bodies
- Experienced in taking measured risks commensurate to value added to potential outcome
- Ability to work outside of normal working hours to attend meetings, committees and site hours

### **Qualifications**

- Educated to diploma/HNC/HND level or equivalent compensatory experience
- CSCS qualified (preferred)

### **Decision Making**

- Regular reports and advice to members and senior managers

### **Creativity and Innovation**

- Development of project management processes and procedures
- Scoping and planning of projects
- Solutions need to be applicable to department while in pursuit of best practice and improving current

systems.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Construction activities</li> <li>• Project Actions</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b> None</p>	<p>No</p> <p>.</p>
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**Contacts and Relationships** (*how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council*)

- Contractors and SBC operational staff.
- Officers, designers, asset engineers.
- Members of the public.
- External consultants.

**Other Key Features of the role** (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Regular outdoor work.
- Potential verbal abuse and aggression from people.
- Working in the close proximity of hazardous materials.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	