



Role Profile

Assistant Project Manager

Reference No:	A4408		
Service:	Property Services		
Job Family:	Project Management	Grade:	FC8

Purpose

To plan, co-ordinate and manage the development and delivery of projects.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading and co-ordinating the work of development and design teams/contractors/ specialist consultants for projects and programmes funded internally / externally in consultation with relevant stakeholders. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in delivery of the investment plan.

Shaping possible project design, quality and cost options (with technical support and advice from other Council Services or external design teams) to meet project/programme objectives.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Project management, time management and leadership experience

✓

PRINCE2 Practitioner or equivalent project management qualification

✓

Educated to SCQF level 7, which includes an HNC or SVQ level 3 or equivalent

✓

Membership of a relevant professional body such as IED

✓

Knowledge of current and future economic policy issues and trends

✓

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Influencing, monitoring and reporting on project progress - including time, cost and quality parameters - and identifying / addressing risks & issues from inception through to completion.	Experience of working with other professional disciplines	✓	
Ensuring through a proactive attitude that proper and timely action is taken to obtain all required approvals.	Experience of preparing reports	✓	
Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post completion evaluation.	Strong interpersonal, networking and group communication skills	✓	
Developing funding packages to support the provision of new or enhanced projects, including seeking out and preparing bids for internal and external funding sources.	Experience of using initiative and working with minimum supervision	✓	
Conducting commercial negotiations with private sector funders and partners.	Self-motivating, able to work on own initiative and liaise effectively with key staff operating in a multi-disciplinary environment, including consultants	✓	
	Ability to travel to sites around Fife	✓	
	Experience of managing budgets with funding from multiple sources	✓	
	Commercial acumen and negotiation skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:

Before appointment is confirmed: You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

Version: 1.5

Issue date: July 2026