

ASSISTANT PROJECT MANAGER (UKSPF)			
Reference No.	A4408	Type	generic
Service	Business & Employability Services		
Job Family	Professional 2	Grade	FC8

Purpose
To plan, co-ordinate and manage the development and delivery of projects for the UK Shared Prosperity Investment Programme

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading and co-ordinating the work of development and design teams/contractors/ specialist consultants for new projects within the UK Shared Prosperity Investment Programme 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.		Please see TC37 for further guidance Project management, time management and leadership experience (Take ownership – See ‘How We Work Matters’ Framework) Undertaking all other duties as required for the role – duties will be in line with the grade PRINCE2 Practitioner or equivalent project management qualification	✓	✓
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.		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 (Embrace Technology and Information)	✓	✓
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 (Work together) Experience of preparing reports	✓	✓
Ensuring through a proactive attitude that proper and timely action is taken to obtain all required approvals.		Strong interpersonal, networking and group communication skills (Focus on customers)	✓	

Role Profile

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		Experience of using initiative and working with minimum supervision (Take Ownership)	✓	
Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post completion evaluation.		Self-motivating, able to work on own initiative and liaise effectively with key staff operating in a multi-disciplinary environment, including consultants (Deliver results)	✓	
Developing funding packages to support the provision of new or enhanced projects, including seeking out and preparing bids for internal and external funding sources.		Ability to travel to sites around Fife (Embrace technology and information) Ability to provide a regular and effective service	✓ ✓	
Conducting commercial negotiations with private sector funders and partners.		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.				

Role Profile

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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JOB TITLE (of Specialist tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>