



# Role Profile

## ASSISTANT PROJECT MANAGER

|               |                   |       |            |
|---------------|-------------------|-------|------------|
| Reference No. | A4991             | Type  | Individual |
| Service       | Property Services |       |            |
| Job Family    | Professional 2    | Grade | FC8        |

### Purpose

The primary function of this post is to carry out the role of Contract Administrator and manage external M&E consultants producing technical design solutions on a variety of building projects from inception to completion.

**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

Leading and co-ordinating the work of design teams/M&E consultants/contractors/ specialist consultants for new construction work in consultation with relevant stakeholders.

Educated to SCQF level 7, which includes an HNC in an appropriate discipline, or equivalent

Qualified with an Ordinary Degree in an appropriate discipline, or equivalent, or holding Technician Membership of a relevant Institution

Ability to work in a multi-disciplinary team

Good written and oral communication

Ability to provide a regular and effective service

IT / computer skills

**E**

**D**

✓

✓

✓

✓

✓

✓

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|---|--|---------------------|------------|
|   | Team Working skills<br><br>Experience of working to tight deadlines<br><br>Knowledge of design and construction industry issues, legislation and practice  | ✓<br><br>✓<br><br>✓ |            |
| Provide guidance on technical design, layout, product, quality and cost options to meet project/programme objectives.   | Proficient in the use of 2D and 3D Design software such as AutoCad, Amtech and Revit MEP<br><br>Design/Technical Skills  | ✓<br><br>✓          | ✓<br><br>✓ |
| 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   | ✓                   |            |
| Ensure compliance with statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).     | Experience working with statutory bodies and submitting applications<br><br>Have a good working knowledge of construction  | ✓<br><br>✓          | ✓<br><br>✓ |
| Work as Contract Administrator, influencing, monitoring and reporting on project progress - including time, cost and quality parameters - and identifying / addressing risks & issues from inception through to completion. | Experience in all aspects of Design / Contract Administration process from inception to completion<br><br>Experience of working with other professional disciplines<br><br>Ability to progress project work from inception to completion on own initiative | ✓<br><br>✓<br><br>✓ |            |
| Liaise with clients in the compilation and development of the brief, then prepare a detailed M&E consultant design brief, independently or as part of a team.   | Effective communication skills<br><br>Report writing skills  | ✓<br><br>✓          |            |
| Ensure compliance with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.  | Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent)   | ✓                   |            |

E = Essential Criteria    D = Desirable Criteria

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|---|---|----------|----------|
|   | Experience in the application of Fife Council's codes of practice   |          | ✓        |
| Carry out other tasks within the general scope of the post as may be allocated from time to time.   | Evidence of Continuous Professional Development   | ✓        |          |
|   | Ability to react to or implement change   | ✓        |          |
| Comply with the Council's Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values. | Ability to advise other members of team on technical and contractual matters  | ✓        |          |
|   | Demonstration of the attributes required to provide a regular and effective service   | ✓        |          |
| Contribute to the achievement of the Council's corporate aims and values.   | Ability to travel to sites around Fife  | ✓        |          |
| 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 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:

- 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.