



Role Profile

ASSISTANT PROJECT MANAGER (AFFORDABLE HOUSING)			
Reference No.	A4985	Type	Individual
Service	Property Services		
Job Family	Professional 2	Grade	FC8

Purpose
To plan, co-ordinate and manage the development and delivery of new build projects for the Affordable Housing Programme.

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
Leading and co-ordinating the work of design teams/contractors/specialist consultants for new construction work in consultation with relevant stakeholders.	Project management experience	✓	
Shaping possible design, layout, quality and cost options (with technical support and advice from within Property Services or external design teams) to meet project/programme objectives.	PRINCE2 Practitioner		✓
Influencing, monitoring and reporting on project progress - including time, cost and quality parameters - and identifying / addressing risks & issues from inception through to completion.	Educated to SCQF level 8, which includes HNDSVQ level 4 or equivalent	✓	
Ensuring through a proactive attitude that proper and timely action is taken to obtain all statutory approvals.	Membership of a relevant professional body		✓
	Experience of working with other professional disciplines		✓
	Strong interpersonal, networking and group communication skills	✓	

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Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post occupancy evaluation.	Self-motivating, able to work on own initiative and liaise effectively with key staff operating in a multi-disciplinary environment, including private sector developers and consultants	P	
Developing funding packages to support the provision of new or enhanced facilities, including seeking out and preparing bids for internal and external funding sources.	Ability to travel to sites around Fife	✓	
Conducting commercial negotiations with private sector developers.	Ability to provide a regular and effective service	✓	
	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 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.