



Role Profile

ASSISTANT PROJECT MANAGER

Reference No.	A5016	Type	Individual
Service	Property Services		
Job Family	Professional 2	Grade	FC8

Purpose

To assist with managing, developing, and implementing large scale or important construction projects from inception to completion some of which will be at the heart of partnership working in Fife.

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

To lead and co-ordinate on small to medium scale projects and assist with leading and co-ordinating on large scale projects, the work of design teams / consultants / contractors, specialist consultants for new construction work in consultation with relevant stakeholders.

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

E **D**

Project Management experience	✓	
Contract Administrator experience		✓
Ability to work in a multi-disciplinary team		✓
Good written and oral communication	✓	
Ability to provide a regular and effective service	✓	
IT / Computer skills	✓	
Team working skills	✓	

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
	Experience of working to tight deadlines	✓	
Shaping possible design, quality, and cost options (with technical support and advice from internal or external design teams) to meet project / programme objectives.	Have a good working knowledge of design and construction industry issues, legislation, and practice Educated to SCQF level 7, which includes an HNC or equivalent in an appropriate construction or professional discipline Qualified with an Ordinary Degree in an appropriate discipline, or equivalent, or holding Technician Membership of a relevant institution Knowledge of carbon and energy reduction targets and methodologies applied to achieve positive outcomes	✓	✓ ✓
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 statutory approvals / consents.	Strong interpersonal, networking and group communication skills	✓	
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	✓	
Liaise with clients in the compilation and development of the brief independently or as part of a team.	Effective communication skills Report writing skills	✓ ✓	
Compliance with the Council's and Property Services policies on Health & Safety.	Knowledge and experience of general Health & Safety legislation and the CDM Regulations	✓	
Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	Demonstration of the attributes required to provide a regular and effective service	✓	

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Contribute to the achievement of the Council's corporate aims and values.	Ability to travel to sites around Fife	✓	
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	✓	
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	
<p>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.</p>	
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>