

**Role Definition**

**Job title:** Assistant Project Manager  
**Reporting to:** Head of Project Management Group ('PMG')

**Responsibilities**

- Assist the Project Manager to provide a professional Project and Design Management service internally and externally, as set out in PMG's scopes of service
- Liaise, as requested by the Project Manager, with the PMG Planner and input into design and construction programmes
- Chair and minute design team meetings
- Support the Project Manager and Architects in successful project delivery
- Contribute to the evolution of the PMG's documentation and methods
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

**Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Computer literate
- Formal qualification or studying towards a qualification in Project Management, Architecture, Engineering, Surveying or Building
- Excellent presentation skills
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Methodical, accurate and consistent attention to detail
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

**Desirable**

- Working knowledge of Asta Power Project

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.