

PERFORMANCE RELATED JOB DESCRIPTION

Job Title : Assistant Project Manager
Employee Name :
Reports to : Senior Project Manager
Date :

Purpose:

To mobilise and deliver construction projects to the clients agreed criteria (e.g. time, budget and quality).

To help develop new clients and sectors.

Function:

- Safety
- Quality
- Programming
- Communications
- Teamwork
- Goal Setting
- Performance Management
- Client Relationships
- Problem Solving

Roles & Responsibilities:

- Identify and agree solutions to clients' problems.
- Focus on both Client and Company KPI's.
- Prepare Health & Safety plan and secure approval.
- Chair internal project mobilisation meetings and distribute minutes.
- Ensure a programme is prepared and issued for each job (using Lean techniques where appropriate).
- Ensure labour is organised efficiently.
- Ensure the programme is updated.

- Ensure co-ordination between Project Managers, Quantity Surveyors and Site Managers.
- To participate in internal progress meetings on site to oversee performance and ensure all Health & Safety and other regulations are adhered to.
- Present written contractors' progress reports to the client / design team.
- Chair project review meetings.
- Hand the building over on or before time.
- Hand the building over with no reportable accidents.
- Hand over the project with no defects that affect the client's use of the building.
- Client satisfaction survey to indicate satisfied or better.
- Chair the internal closedown meetings and follow up all actions.
- Ensure the Practical Completion Certificate is received.
- Ensure that a polite and helpful manner is used.

Required Qualifications	Level / Discipline	Date of Accreditation	Comments
I.T. Training			
CSCS Card			
SMSTS			
H&S Touch Screen			

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
All projects completed on time	Tracked programmes for all projects in line with Company programme guidelines
Zero accidents	Ensure Rams are in place. Construction phase Health & Safety plan current and up to date
Client satisfaction	Achieve a score of 9 on Customer Satisfaction Questionnaire
Quality	Ensure tests and checks are completed on all sites. Zero defects on handover.
Reports	Weekly reports reviewed and completed. Monthly reports sent to Line

	Manger
Project Control & Procedures	Tracking documents suite to be reviewed, updated and managed on all projects

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.