

Job Description

Role Title:	Assistant Project Manager
Dept:	Estates and Facilities Services
Directorate:	Capital Projects
Reference:	MPF4171
Grade:	Grade 6
Full or Part time:	Full time
Hours:	36.25 per week
Reports to:	Senior Project Manager

Overview

This is an exciting time to join the University of Salford as we are undertaking the next phase of development and delivery of our Campus Connectivity Plan.

The Campus Connectivity Plan aims to deliver a renewed and refreshed campus over a 15-year period, with a phased delivery that is focused on providing a vibrant and inclusive environment for our students, staff, industry partners and the broader community.

Our vision is to deliver a sustainable campus which responds to:

- the changing needs of our learners
- embraces the digitisation of learning and future pedagogical delivery
- supports our aspiration for greater co-creation with industry
- builds a solid platform for financial and environmental sustainability
- become intentionally inclusive for our students, staff, and local community.,

Working closely with the team of Construction Project Managers the post holder will support the delivery, as required, of projects that form part of the University's Campus Connectivity Plan.

The post holder will also support the Director of Capital Projects, Senior Project Manager and Senior Development Manager in the smooth running of the Business Unit, that is the Capital Projects Team, which will include the development, implementation and monitoring of quality management processes, financial management, resourcing, compliance and health and safety.

Role Purpose

The Assistant Project Manager will work closely with the Capital Projects Team to support the delivery of the Campus Connectivity Plan projects across the University.

The role holder will, maintain appropriate records, update documentation, and ensure the effective administrative support for the Capital Projects Team. They will also support the Director of Capital Projects, Senior Project Manager, Senior Development Manager and Construction Project Managers in the production of regular progress reports, project communications and maintenance of central repository for templates and guidance.

Principal Duties & Responsibilities

- Coordinate and execute project tasks as instructed by your Line Manager and members of the Capital Projects Team
- Effectively organise and manage day to day activities, including organising meetings and providing project support in accordance with the Estates and Facilities Project Management Handbook and wider University policies and procedures
- Support the Capital Projects Team in the production and coordination of key project documentation including action lists, monthly reports, risk registers, project plans including milestones.
- Support the Director of Capital Projects in the collation and production of reports for Strategic Portfolio Board, University Leadership Team and other University boards.
- Manage and keep the Capital Projects Team SharePoint and Hub pages up to date
- Ensure relevant documentation is kept up to date including an electronic library of programme information
- Attend meetings, providing support where necessary
- Provide a project planning and management service in line with guidelines, including the Estates and Facilities Project Management Handbook and wider University procedures.
- Co-ordinate input and ensure that Project Managers maintain plans throughout the project life cycle. Keep abreast of all changes to the project.
- Work with Project Managers to ensure the project plans identify all the phases of the projects required to deliver the business case, along with any interdependencies.
- Administer the process with regards to change to project scope, finances and timescales effectively.
- Support governance processes, including forward business planning, meeting agendas, tracking changes, tracking and chasing of risks, issues and actions, and recording.
- Support a process of regular and accurate project reporting to the Capital Projects Team SMT and key stakeholders, highlighting progress against milestones, budgets and benefits on each project and current/predicted status. At all times ensuring that the most accurate and impartial view of progress is reported.
- Support others who are managing projects through the application of established project management methodologies, original and innovative ideas, and the effective transfer of knowledge and best practice. Work collaboratively with all areas of the business.
- Maintain a library and registry of all contractual, baseline and project documentation, maintaining project documentation to a high standard.
- Work with colleagues in finance to ensure that Project Managers follow a robust process for the management of project risks, audit and compliance.
- Advocate the benefits of sound project management disciplines within the Capital Projects Team and help to develop a culture which embraces such ways of working.
- Be a trusted partner to the SPO and management teams.
- To support the aims and philosophies and key objectives of the Estates & Facilities Division and to fully uphold the Division's code of conduct in terms of actions and behaviour.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.
- Perform any other duties appropriate to the grade as may be required by the Director of Capital Project and your line manager.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Educated to degree level or equivalent or able to demonstrate equivalent substantial work experience. **(E), (A)**
2. Understanding of the principles, methods, techniques, and tools for the effective management of projects from initiation through to implementation. **(E), (A), (I)**

Background and Experience

3. A breadth of project and programme experience and capability. **(E), (A), (I)**
4. Ability to work effectively under pressure and willingly adapt to changing circumstances. **(E), (I)**
5. Experience of reporting and presenting on project status, advising and guiding on issues and risks. **(E), (A), (I)**
6. Excellent communication skills, ideally demonstrated through experience of writing management reports and project planning documents. **(E), (A), (I)**
7. Strong interpersonal skills and proven ability to develop, maintain and enhance relationships with a variety of internal and external contacts. **(D), (I)**
8. An enquiring mind and a track record in probing and challenging information and delivering innovative solutions. **(D), (I)**
9. Experience of working with a range of colleagues across departmental boundaries. **(D), (I)**

Knowledge

10. Ability to identify current project priorities and flexibility to adjust workload and processes accordingly. Confidently advising and guiding colleagues in project execution. **(E), (I)**
11. Strong working knowledge of Microsoft Office 365 – including Microsoft Teams and Microsoft SharePoint. **(E), (A), (I)**

Skills and Competencies

12. Analytical thinking – able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Is able to understand commercial imperatives and trading relationships. **(E), (A), (I), (P)**
13. Highly effective levels of written and communication skills in both formal and informal situations, able to explain complex information in an accessible manner. **(E), (A), (I), (P)**
14. Managing relationships - able to build and maintain effective working relationships with a range of people understanding their needs and goals. Shows sensitivity and tact. **(D), (I)**

15. Planning and programming – scheduling activities and identifying dependencies and conflicts. **(D), (I)**
16. Ability to work to high levels of accuracy and able to interpret analysis, spot missing data & inconsistencies in approach. **(E), (I)**
17. Influencing and persuading - able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change. **(E), (I)**