**JOB DESCRIPTION**

**Job Title**: Projects Delivery Assistant

**Department:** Commercial and Property

**Reports to:** Construction Project Manager

**Supervises:** N/A

**Grade:** B

Located at Council Office, Argyle Road, Sevenoaks TN13 1NG, with occasional travel to development/construction sites.

**PURPOSE OF THE JOB**

|  |
| --- |
| The Council has an ambitious development programme to regenerate key areas within the district and deliver a corporate estate that is fit-for-purpose and environmentally efficient.  The purpose of this post is to assist the project managers in the day-to-day management and control of capital projects, ensuring smooth project delivery by assisting with various tasks throughout the project lifecycle. This will include the active administration and monitoring of project budgets and contracts and ensuring contract documents and decisions are robustly recorded. |

**MAIN DUTIES**

|  |
| --- |
| * To oversee the Council’s development programme engaging with and responding to enquiries from contractors, consultants, residents and other key stakeholders. * To oversee delivery of project activity and expenditure and to monitor and provide regular reports where required. * Monitor project progress, track budgets, and identify potential issues, assisting the project manager in keeping projects on track. * To have an overview of project expenditure ensuring funds are being used as required, PO’s are raised, and invoices are processed and paid. * To ensure an effective document management system is in place for projects and that all information is accurately updated and recorded and documents are appropriately filed and version control is maintained. * To liaise and coordinate with project team members and Council colleagues and other stakeholders in the delivery of projects to ensure smooth communication and collaboration. * To advise and assist third parties with project enquiries and provide feedback * To convene and attend internal and external project meetings and stakeholder meetings, take notes and follow up on any actions. * To assist with delivering project activities which could include commissioning and procuring consultants and contractors and ensuring delivery takes place and is in line with the expected outputs and outcomes. * To assist with procurement exercises and contract management. * To assist with the organisation of public engagement exercises. * To undertake any other duties as required which are commensurate with the level and nature of the post. |

**GENERAL RESPONSIBILITIES**

|  |
| --- |
| To embrace the values and behaviours of the Council.  To comply with the Council’s Safeguarding policy.  To comply with the Council’s Equal Opportunities policy, and to actively promote equality of opportunity wherever possible.  To comply with the Council’s Health & Safety policy.  To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.  To participate fully in the Councils staff appraisal scheme.  To carry out any other related duties which may be directed by the Strategic Head of Property and Commercial. |

**PERSON SPECIFICATION**

**Job Title:** Projects Delivery Assistant

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Educated to GCSE Grade C/4 or above including English and Maths (Level 2 and above). | Certificate/diploma in Project Management.  A relevant qualification in property development and/or construction. |
| **KNOWLEDGE, SKILLS & EXPERIENCE** | Recent and relevant experience in a project management or assistant role  Able to manage and create strong working relationships with internal and external stakeholders.  Experience of monitoring and reporting of key project deliverables, risks and issues.  Experience of managing projects on time and to budget.  Experience of producing written reports and budgets.  Experience of budget control and management.  Good attention to detail.  Good IT skills, particularly Microsoft Word and Excel.  Good organisation and time management skills.  Excellent interpersonal, communication and organisational skills.  Ability to manage own busy workload. | Experience of working in property development and construction.  Experience in contract management.  Experience in managing document management systems. |
| **APPROACH** | A helpful, customer and outcomes focussed approach.  Ability to work as part of a team.  Ability to operate on own initiative.  Able to organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. |  |
| **OTHER** | A full, clean UK driver’s licence and access to a vehicle during office hours. Vehicle to be insurer for business purposes. |  |