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| Job Title:  | Assistant Project Manager | Location/Service: | CS |
| Department: | E&F | Reports To: | Group Project Manager |
| Responsible For: | Supporting on HG Projects | Budgetary Responsibility: | None |
| Level of DBS Check Required: | Standard | Expected Regulatory Responsibility: | Knowledge of various regulatory compliance |
| Does the role require travel to multiple sites? | Yes |
| Purpose: |
| This role will support the Group Project Manager to deliver Hesley Group projects within the Estates and Facilities, IT Departments and Health and Safety Departments. This will include but not limited to:* New Developments
* Events
* IT upgrade programs
* IT infrastructure improvements
* Software and Application implementation
* ISO 45001 registration
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| **Key Role Responsibilities/Accountabilities:** |
| **Project Design and Delivery:*** Support the Group Project Manager with the management and successful delivery of the Groups projects.
* Support with medium and large projects and lead on small projects with planning, estimating, procurement, contract administration, programming of works and budgets.
* Coordinate multidisciplinary teams (consultants, in-house operational teams and contractors) engaged on projects to work within the model of care we provide and understand the people we support.
* Ensure projects are completed on time, within agreed budgets and to current fire safety standards, to ensure compliance with all statutory fire safety laws, building regulations and relevant standards and best practice
* Conduct an evaluation of each project and any follow-on action recommendations as required.

**Various reporting requirements:*** Deliver project work plans and revise as appropriate to meet changing needs and requirements
* Maintain other project documentation

**General:*** To advise, as required, on professional matters within the area of competence of the post.
* To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
* To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people supported.

N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. |
| Legal and Statutory Responsibilities for all Colleagues: |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and Whistleblowing policies. Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date. Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role. Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times. Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development.  |
| Person Specification: |
| **Knowledge** * Essential - Knowledge of key principles of project management.

**Skills and Abilities** * Desirable - Ability to identify own training needs, to attend required training and maintain continuous personal development
* Essential - Ability to communicate effectively, verbally and in writing, and to understand and produce materials of a professional nature in line with required deadlines
* Desirable - Ability to work effectively as part of the senior team responsible for meeting services and the Groups objectives
* Essential - Ability to plan, develop, monitor, evaluate and audit systems and procedures to ensure continuous development of all aspects of the services’ core service
* Essential - Expert MS Office experience including Word, Excel, PowerPoint, MS Project, Visio and SharePoint

**Qualifications*** Essential - Accreditation in project management methodology (e.g: PRINCE2, APM, AgilePM)
* Essential - Full clean UK driving license

**Experience*** Essential - Experience in an IT project delivery role, including successful delivery of complex technology and business change projects to scope, time, cost and quality targets
* Desirable - Experience of managing software and business projects end to end, using structured methodologies
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| Our Values and Key Attributes: |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.Our ValuesA black and orange text  Description automatically generatedWe put the people we support, families and colleagues at the centre of all we do.A black background with blue text  Description automatically generatedWe recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.A blue circle with a white house in the middle  Description automatically generatedA pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.We embrace a culture of trust and safety so that each of us can perform to our best and thrive.Universal AttributesA close-up of a logo  Description automatically generated Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.A close-up of a logo  Description automatically generated Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.A close up of a sign  Description automatically generated By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.A close up of a logo  Description automatically generated We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. |

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