

Role Definition

Job Title: Assistant Project Manager
Reporting to: Head of Project Management Group ("PMG") on a day to day basis and ultimately to the Chief Financial Officer

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
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Develop skills and knowledge to progress towards Project Manager
- Contribute, or otherwise assist, as required

Qualities & skills required

- Able to demonstrate the 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
- Resilient to coping with conflicting demands, able to prioritise duties and work under pressure
- Able to work to tight deadlines
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to demonstrate initiative and a proactive approach to daily tasks
- Excellent interpersonal skills and able to work independently as well as part of an effective team
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Punctual and reliable
- Flexible attitude
- Able to build good relationships at all levels, internally and externally

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.