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.

August 2013