

Specification for the role of: **Assistant Project Manager**

Business area: **PMA**

Location: **Warrington, Preston and West Cumbria –**

(Candidates must be prepared to travel to sites across the North West of England and also customer sites across the UK)

Reports to: **Project Manager**

Grade: **4B**

Essential	Desirable
Education and qualifications	
IOSH Managing Safely	
APM Foundation	
APM Level 1 Risk Management	
Experience	
Consolidating and documenting the fundamental components of projects (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements)	
Supporting the preparation, approval, refining and updating of business cases that justify the initiation and/or continuation of projects in terms of benefits, costs and risks	
Preparing and maintaining project requirements and determining the best means of satisfying requirements within the context of project objectives and constraints i.e. developing solutions	
Securing the provision of resources needed for projects from internal and/or external providers	
Developing and agreeing budgets for projects and controlling forecast and actual costs against them	
Developing, implementing, and updating resources allocations plans	
Supporting the preparation and maintaining schedules for project activities and events, taking account of dependencies and resource requirements	
Identifying and monitoring project risks (threats and opportunities)	
Maintaining and applying quality management processes for project activities and outputs	
Knowledge and skills	
Within set limits of control, deal with queries or anomalies relating to the Project activities	
Personal attributes	
Willingness to learn and be curious	Excellent personal resilience
Able to work as part of a team	Ability to think outside the norm to problem solve
Security clearance requirements	
Ability to achieve SC	