

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: **4C**



Essential	Desirable
Education and qualifications	
	APM Foundation
Experience	
	Graduate new to role – some management knowledge /experience
	Previous exposure to a project environment
Knowledge and skills	
Within set limits of control, deal with queries or anomalies relating to the Project activities	This role would be expected to manage project tasks with supervision from a project/programme manager/CWL - typically managing projects of classification 1 or 2
	Manage discrete work packages of defined scope and objectives (i.e. closed tasks), and/or manages activities associated with a larger project
	Have low financial responsibility (typically £10k). They will be fully responsible for the time/cost/quality of the tasks they are managing
Personal attributes	
Willingness to learn be curious and learn new things	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	