



1. WHO WE ARE

Ward Williams Associates is a leading professional construction consultancy, providing a range of client focussed services for building and civil engineering projects across all sectors of the industry. Established in 1974, over the last 40 years WWA has grown and now employs over 80 staff across 5 UK offices, including; Truro, Plymouth, Exeter, London, and Gloucester. WWA's project portfolio extends from modest domestic works, through to multi million pound infrastructure projects.

WWA core business services include:

- Quantity Surveying
- Project Management
- Building Surveying
- Health and Safety
- BREEAM, CEEQUAL & Sustainability advice

2. JOB TITLE

Assistant Project Manager

3. CONTEXT

The Assistant Project Manager would be a member of the Project Management Team.

The job holder reports to a Principal Project Manager, Gary Cutts. The position will also provide general PM support to the PM team when required

The job holder has no Line management responsibility.

The location of the job would be based at WWA's office in Truro but work in other offices and locations may be required including site based activities to fulfil the requirements of the role.

4. OVERALL JOB PURPOSE

Working as part of the PM Team to provide and assist with the provision of project management services; NEC Contract Administration, technical support, 'pre' and 'post' contact.

- Delivering Civil Engineering and other projects as may be required for a range of private and public sector clients.
- Project and Programme Management.
- Project Planning using Microsoft Project or similar.
- Undertaking Employers Agent and Development Monitoring roles.
- Set up, prepare documentation for, and manage projects in accordance with, a range of standard forms of contract including NEC, ICC, JCT and others.

5. RESPONSIBILITIES AND OBJECTIVES

- To be a member of the WWA PM team, and on behalf of a range of clients, assist in the delivery of Civil Engineering, or other projects as may be required, either as part of a team or as a sole PM, depending on the project.
- To provide project management support and carry out administrative duties as may be defined by the Project Manager and other project leads.
- Assist with the management of Project programmes, and the control of resources for timely delivery of projects and services.
- Assist with the preparation, monitoring, and reporting of project costs and budgets.
- Assist with the management of the process of Change Control: alert, assess implications, stakeholder consultation, adopt or reject, track decisions and update Change Control register.
- Assist with the management of Risk: collaborating with stakeholders and the project team, including the identification, evaluation, communication, avoidance and recording of project Risks and Opportunities.
- Assist with the definition of Quality standards, prepare quality plans, and develop and instigate procedures to achieve set standards; delivering or improving upon the required quality.
- Client Relationship Management – Liaise at an appropriate level with clients, stakeholders, and external parties (including the public).

- People Management – assist with the management of project teams and stakeholders to achieve project goals. Implement communication strategies.
- Information Management – implement systems to control project information, coordination, distribution/communication, and quality. Utilisation of BIM methods when required.
- Visit sites, attend meetings with clients, consultants, contractors, and other professionals, undertake site inspections and reviews. Prepare accurate records of such visits /meetings and associated actions, follow up actions as required to achieve desired results.
- Provide cover for Project Managers during periods of leave and absence.
- Undertake such other activities as may be required to fulfil the requirements of the role.

6. PERSON SPECIFICATION

Qualifications, knowledge, and experience:

Essential

- Hold a relevant engineering or project management qualification.
- Ability to work in a team under supervision and to lead on individual tasks when required.
- NEC contract knowledge and experience of working with the NEC suite of documents
- Understand health and safety legislation covering the construction industry.

Desirable

- Have a demonstrable understanding and relevant experience of project management in Civil Engineering and other types of projects.
- Be actively working towards professional status with an appropriate Institution i.e. ICE or APM.
- Hold relevant Project Management qualifications i.e. PRINCE2, APM Project Management Qualification etc.
- Hold the CITB Site Management Safety Training Scheme (SMSTS) qualification or similar.
- Understand design standards and construction processes DMRB, Eurocodes, Local authority design guides etc.

- Understand contract procurement, specification, supervision, and have contract administration experience.
- Hold the NEC ECC Supervisors Accreditation.
- Demonstrate an understanding of the implications of works on the environment and knowledge of sustainable construction practices and have relevant experience of CEEQUAL/BREEAM assessments.

Skills and Abilities:

Essential

- Analytical skills - the ability to analyse and sort complex data into an understandable form.
- Good interpersonal written and verbal communication skills, with the ability to compose and explain complex issues concisely to different audiences.
- Strong numerical ability and capability in use of MS excel.
- Strong project planning, scheduling and critical path analysis skills including proficiency in the use of MS project
- Initiative to work independently, with the self-motivation and enthusiasm to learn and develop new skills and expertise.
- Ability to be part of a team, through excellent inter-personal and team working skills, ensuring motivated and productive attitude.
- Computer literate. (Being able to communicate by email and prepare documents, using spreadsheets, and prepare reports and basic presentations using MS Office and other software.
- Driving licence.

Desirable

- Financial management skills - ability to monitor and manage complex and detailed budgets, along with the ability to analyse complex financial cost plans.
- Experience of the management of projects using PRINCE 2 Methodology.
- Ability to successfully manage contracts and contractors/consultants.
- Proficient in the use of AutoCAD

JOB DESCRIPTION
Assistant Project Manager

