

Job specification: Assistant Project Manager & Health & Safety Project Coordinator (HSPC)

Purpose	
<p>The post holder is directly accountable to the Managing Director, however, will also take instruction from the Operations Director and other Project Managers within the business. The core job purpose is to specialise within the construction industry; to support our team with achieving successful & quality project delivery on time and on budget.</p>	
Responsibilities	
<p>Assistant Project Manager</p> <p><u>Pre-construction:</u></p> <ul style="list-style-type: none"> • Assist with the review of documentation, visit site, meet the professional teams, and support with planning & co-ordination of construction. • Assist with the development of project proposals, cost estimates & budgets, timelines, and schedules. • Contribute to follow up on pre-installation activities, such as confirming delivery dates of supplies and equipment. <p><u>During Construction:</u></p> <ul style="list-style-type: none"> • Help oversee site works by contractors and work with the construction managers of the key contractors to co-ordinate activity, proactively drive progress, and anticipate challenges proposing joint solutions. • Assist the team in coordinating all contractual elements, design drawings, project specifications, and: <ul style="list-style-type: none"> ➢ Project coordination and project controls ➢ Billings and cash flow projects ➢ Cost-tracking ➢ Job Cost Analysis ➢ Project scheduling ➢ Meeting minutes and action points ➢ Contract administration ➢ Procurement analysis • Prepare reports for on the status of all services provided & progress reports for all projects you are working on. • Identify snag actions outstanding to proactively drive contractors to deliver to agreed standards. 	<p>Assistant HSPC</p> <p><u>Pre-Construction Phase:</u></p> <ul style="list-style-type: none"> • Assist with the co-ordination of the health & safety aspects of design work, and attend Pre-Contract design meetings (including site visit). • Undertake a review of the design proposals with the design/project team in order to identify any hazards that should be included in the Pre-Construction Information and subsequently the Health & Safety File. • Prepare draft Pre-Construction Information for internal approval. • Assist with the review and evaluation of the Principal Contractor's Construction Phase Plan and proposed management arrangements for the project works. <p><u>During Construction:</u></p> <ul style="list-style-type: none"> • Support the review of design changes arising during the construction period and attend post-Contract meetings. • Prepare draft Health & Safety File for internal approval. • Assist with the completion and sign off construction projects to agreed standards to ensure approval from building inspectors, Health & Safety, and HSPC services. • Monitor contractor RAMS and checks H&S aspects regularly, supporting HSPC as required. • Assisting in any further duties as required under Regulation 8 of the Construction (Jersey) Regulations 2016.

<ul style="list-style-type: none"> Attend with team weekly & monthly progress meetings and risk management workshops. Attend regular site visits to report on work progress. Carry out such duties that are assigned and comply with all reasonable instructions given. 	
Experience	Skills
<ul style="list-style-type: none"> Graduate or equivalent experience in relevant industry. Knowledge of Project Management concepts to apply to the construction environment. Be able to demonstrate strong & impactful experience with displayed positive motivation & drive. Ability to read and appreciate aspects of architectural plans & specifications. Document management & computer literate (to include excel, word, outlook, and Project Management softwares). 	<ul style="list-style-type: none"> Organised, careful planner, with an eye for detail to deliver accurate, thorough, and quality work. Able to work autonomously recognising and raising significant issues as appropriate. Act as a solid team member. Excellent communication, presentation, and customer service skills. Be able to demonstrate sound judgement, reasoning, and high-level problem-solving. Be willing to continue studying for further relevant training courses & be committed to continued professional development. Work well under pressure.
Employment Detail	
<ul style="list-style-type: none"> Salary as package & dependent on experience Average of 40 hours a week over a 5 day week Opportunity for progression 	