

## Job specification – Assistant Health & Safety Project Coordinator & Project Manager

Job Purpose	
<p>The post holder is directly accountable to the Managing Director, however, will also take instruction from the Senior Project Managers within the business. The core job purpose is to specialise within the Construction Sector to act as an assistant HSPC and assist the IPM team with Project Management activities, including planning, management, project completion, client management and achieving a satisfied financial outcome to all assigned projects.</p>	
Main responsibilities	Key skills and experience
<p><b>Assistant Health &amp; Safety Project Coordinator</b></p> <ul style="list-style-type: none"> <li>• <u>Pre-Construction Phase</u>: Assist with the co-ordination of the health and safety aspects of design work and attend Pre-Contract design meetings (inc site visit).</li> <li>• 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 and Safety File.</li> <li>• Prepare draft Pre-Construction information for internal approval.</li> <li>• Assist with the review and evaluation of the Principal Contractor's Construction Phase Plan and proposed management arrangements for the project works.</li> <li>• <u>During Construction Phase</u>: Assist with the review of design changes arising during the construction period and attend post-Contract meetings.</li> <li>• Prepare draft Health&amp; Safety File for internal approval.</li> <li>• Assist with the completion and sign off construction projects to agreed standards to ensure approval from building inspectors, Health &amp; Safety and HSPC services.</li> <li>• Monitor contractor RAMS and checks H&amp;S aspects regularly, assisting HSPC as required.</li> <li>• Assisting in any further duties as required under Regulation 8 of the Construction (Jersey) Regulations 2016.</li> </ul> <p><b>Assistant Project Manager</b></p> <ul style="list-style-type: none"> <li>• <u>Pre-Construction Phase</u>: to assist with the review of all documentation, visit site, meet the professional teams and assist with planning and co-ordination of construction.</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational and document management skills.</li> <li>• Must demonstrate high level problem solving and reasoning skills.</li> <li>• Strong computer skills with a good working knowledge of excel, word and outlook and project management software.</li> <li>• Be educated to graduate level or equivalent in relevant industry.</li> <li>• Knowledge of project management concepts to apply to the Construction environment.</li> <li>• Ability to read and appreciate aspects of architectural plans and specifications.</li> </ul>
	Personal qualities
	<ul style="list-style-type: none"> <li>• Demonstrate strong and impactful project management and display positive motivation and drive.</li> <li>• Able to work autonomously recognising and raising significant issues as appropriate.</li> <li>• Act as a strong team member.</li> <li>• Excellent communication, presentation and customer service skills.</li> <li>• Good planning and organisation flair to deliver accurate, detailed and quality orientated work.</li> <li>• Demonstrates sound judgement.</li> <li>• Be willing to continue studying for further relevant training courses.</li> <li>• Works well under pressure.</li> <li>• Commitment to Continuing Professional Development.</li> </ul>

<ul style="list-style-type: none"> <li>• Assist with the development of project proposals, cost estimates and budgets, timelines and schedules.</li> <li>• Follow up on pre-installation activities, such as confirming delivery dates of supplies, equipment and software.</li> <li>• <u>During Construction Phase:</u> to 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.</li> <li>• Assist the Senior Project Manager in coordinating all contractual elements: design drawings, project specifications plus:             <ul style="list-style-type: none"> <li>➤ On site project management</li> <li>➤ Project coordination and project controls</li> <li>➤ Billings and cash flow projects</li> <li>➤ Cost tracking</li> <li>➤ Job Cost Analysis</li> <li>➤ Project scheduling</li> <li>➤ Meeting minutes and action points</li> <li>➤ Contract administration</li> <li>➤ Procurement analysis</li> </ul> </li> <li>• Prepare reports for the Senior Project Manager on status of all services provided.</li> <li>• Prepare progress reports for all projects you are working on.</li> <li>• Identify snag actions outstanding to proactively drive contractors to deliver to agreed standards.</li> <li>• Attend with Senior Project Manager Weekly and monthly progress meetings, risk management workshops.</li> <li>• Attend regular site visits to report on work progress.</li> <li>• Assist with compiling case studies on successful client cases for new business targeting.</li> <li>• Carry out such duties that are assigned to them and comply with all reasonable instructions given.</li> </ul>	
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**Employment details**

- Salary package dependent on experience.
- Average of 40 hours a week over a 5-day week.