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Role profile for the position of

Assistant Project Manager



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Role profile

Job title

Assistant Project Manager

Main purpose of the role

Generally assisting with Project Management, Design Management, Cost Planning, and integration of the same, and all design/technical consulting, build ability and other pre-construction services necessary input to enable a development brief to be converted into a design brief and ultimately a design and de-risked solution that can be guaranteed and delivered by the preferred contractor within approved commercial assessment, budget, time, brief and planning requirements.

Will ensure adherence to a process that does not allow buildings to progress through any sign off gates (planning, sales, leasing, budget price, contract price etc.), without being confirmed as deliverable, in line with vision, brief and business plan / commerce assessment. This role represents the disciplined conscience that restores balance to scheme development and facilitates the resolution of the many competing drivers that pull against the completion of a scheme meeting all of its hurdles.

To liaise and work closely with the Pre-construction team (principle/main contractor) to ensure the development/project is set up to be seamlessly delivered in line with the agreed deliverables such as cost/budget, time and quality

The role represents the glue between the Development process and the Construction process.

Key responsibilities

Reporting directly to and under the supervision of, Head of Project management or defined project/line manager, your responsibilities will be:

- To support the Development objectives & commercial requirements, manage and co-ordinate the specialist, design, cost and preconstruction support services during the conversion phase of a project from its development inception (brief stage) to construction contract execution
- Managing project risks and opportunities which could impact cost / time / quality and deliverability of the project, contract negotiations and contract forms
- Co-ordination of required project resources including managing the process of consultant selection (facilitating the input of others) and managing the external design fee budget and internal resource budget during conversion
- Assist or directly manage the professional team selection process, including due diligence and recommendations.
- Facilitation of establishing the Safety and Sustainability strategy for the project under management and delivering it with in the design and product created
- Ensure compliance with the brief / authority / financiers / customer requirements during the conversion stage.



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Program

- Assist with establishing the project conversion programme including co-ordinating the inputs of other functions and managing and delivering to this, including change control. Help co-ordination and input to the Overall Development Programme for all development schemes to ensure we are proactively managing changes in the Development Commercial Assessment
- Work with the Delivery Manager and Construction Planning Manager to integrate procurement, construction programming and sequencing into the overall development program prior to Contract Execution

Risk

- Manage and ensure delivery including active facilitation and management of the Principal Designer process to eliminate hazard and risk in development, construction and operation
- Responsible for undertaking and implantation of Independent Safety Reviews.
- Responsible for managing the technical and innovation risk & opportunity in support of the development objectives and requirements, including the facilitation of input from Construction & Designers.

Cost / Value

- Owner of the design and cost plan process in conversion.
- Responsible for managing the client project expectations (Development Manager and/or Owners), balancing their aspirational objectives with the commercial constraints
- Assist Development Team in assessing the technical and time consequences of alternative product and financial models for residential development
- Proactively running workshops with key contributors (Development and Construction) to ensure there is consistent appreciation for the priorities of needs vs wants and to develop the concept through particular design challenges or value engineering maintaining quality requirements. Challenge the project team to achieve efficient and the optimal response to the brief in the context of time and risk imperatives
- Responsible for managing the design within the cost plan and commercial development parameters including change control during the conversion process.
- Facilitate engagement with pre-construction contractor to ensure the input of logistics, build ability, programme into the design process.
- Approver of Procurement Strategy to ensure co-ordinated design and procurement during the conversion process

Governance / Reporting

- Responsible for providing accurate reports for to line manager for use in board reports and papers.
- To support the use project team in following development procedures.



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Contract

- Assist in the professional team selection process, including due diligence and recommendations.
- Manage/Assist design consultant PSIs through to point of novation.
- Assist the selection process of a 3rd party construction partner.
- Assist in management of PCSAs through to point of Construction Contract.

SPECIFIC ADDITIONAL ACCOUNTABILITIES BY DESIGN PHASE

Assistant Project manager will assist PM or under instruction carry out (with supervision) the following:

Stage 0: Strategic Definition

- Provide input to the Development Management team on technical and design due diligence on development strategy and provide the necessary design, cost, time inputs as part of the master development / optimisation opportunities.

Stage 1: Preparation & Brief

- Manage the client briefing stage, assisting in defining and support the preparation of the Development Brief for the project and cost inputs to the commercial assessment
- Understand the development brief and translate development brief to design brief and agree with the Development Manager
- Ensure that innovation opportunity / risk is embedded within design strategy and agreed across client and contractor interfaces.
- Prepare consultant (including pre-construction services provider) / design strategy and scope (agreed with Development Manager) and procure and appoint consultants (including establishment of BIM protocols). Endorsement or buy in from Construction provider as links with Procurement Strategy of Trades (Sub-contract Design Portions / Expertise)
- Ensure that the product is striving for optimal efficiency through embedding best practice lessons learnt from previous phases / business knowledge.
- Prepare a Project Management Plan for the Conversion phase (PMP)
- Responsible for ensuring the cost plan strategy is defined and resourced appropriately
- Define and prepare the development conversion program with assistance from planning and seek buy in from affected stakeholders.
- Responsible for facilitation of establishing the Safety and sustainability vision and strategy for the project
- Responsible for PM deliverables as part of the Clarion approval process including but not limited to Feasibility Cost Plan and Procurement Strategy.





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Stage 2: Concept Design

- Progress concept designs with a high level of cost planning interface and in line with the established development/ design brief and conversion program
- Facilitate engagement with Construction for logistics, build ability and programme input.
- Managing the client approval phases to ensure their satisfaction with all product and commercial appraisal outcomes
- Identify and preparation of all required authority approval documentation.

Stage 3: Developed Design

- Progress developed designs with a high level of cost planning interface and in line with the established development/ design brief and conversion program.
- Facilitate engagement with Construction for logistics, buildability, programme and sub-trade input
- Develop and convert specific early works packages in line with project conversion strategy.
- Managing the client approval phases to ensure their satisfaction with all product and commercial appraisal outcomes
- Responsible for PM deliverables as part of Clarion approvals including but not limited to the Budget Price submission

Stage 4: Technical Design

- Progress technical designs with a high level of cost planning interface and in line with the established development/ design brief and conversion program.
- Prior to progressing to transition to Contract Price, a clear definition of scope (employer's requirements), pricing and assumptions is documented.
- Continue to own the design evolution and completion to contract and consultant novation but ensure Contractor ownership is transferred progressively.
- Responsible for detailed assessment of the contractor's proposal including risk and opportunity and negotiations of final scope, price, program and contract terms and conditions.
- Responsible for ensuring seamless transfer to the Development delivery team and contractor.
- Responsible for PM deliverables as part of Clarions approvals including but not limited to the Contract Price Review

Stage 5: Construction Delivery

- Provide to support to the Delivery Manager – Operations and Employers Representative throughout construction as required to resolve issues & provide input to the change management process as necessary throughout construction phase

Stage 6: Occupation / Use

- Actively participate in lessons learnt sessions with the execution to enable data capture for continuous improvement.

The above Position Description reflects the essential functions of the position at this time, however this list is not definite and duties may change as required, at management's discretions.





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Experience and pre-qualification criteria

- Working towards Chartered Member of RICS or CIOB or other relevant membership/qualification, minimum of construction related HNC or equivalent.
- Relevant experience with a contractor, developer, house builder or consultant working through general pre-construction activities or a significant part of it across a variety of procurement types preferably with scheme values averaging £50m, up to £200m
- Ability to interpret bids received in order to report commercial comparisons
- Knowledge of commercial procurement, contract and supply chain and 3rd party management including the use of frameworks
- Excellent communication skills, both oral and written, to a wide variety of audiences
- Understanding of real time reporting and interrogation of programming activities during complete lifecycle of development
- A pragmatic and critical approach coupled with a commercial awareness, attention to detail and high standards are essential pre-requisites, ability to be able to interrogate information and question consultants/others.
- You must be a self-starter with foresight, a determination to succeed and task driven attitude
- Experience of liaising with (preferably managing) both internal and external teams, contractors and other stakeholders
- Knowledge of urban planning and a history of negotiating with Local Authority planners
- Experience of multiple projects.