

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Apprentice Project Manager	JEID	R0123
Salary Grade:	Scale E		
Team:	Investment Services		
Service Area:	Investment Services, Property Services, Enabling Services, Resources Directorate		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Delivery Lead, Investment Services		
Responsible for:			

Role Purpose

This role is to primarily support Investment Services Project Managers. The Apprentice Project Manager will report to the Delivery Lead, Investment Services.

The Investment Services team has a very demanding capital programme, delivered to strict time scales and budget constraints. The post holder will have a supporting role with managing a number of large and complex construction projects within the capital programme. This includes dealing with scheme feasibility, project co-ordination, and legal and planning issues to ensure successful delivery of schemes.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 6 Project Manager degree apprenticeship aligned to this role.

Role Responsibilities

Principal duties:

The Apprentice Project Manager will support Project Managers to:

1. Prepare, monitor, and deliver allocated Capital Programmes.
2. Commission projects and programmes to external consultants as appropriate.

3. To assess and evaluate consultants fee offers and to appoint and monitor the performance of consultants as required.
4. To formulate and agree project briefs with representatives from client departments.
5. To provide general cost advice and estimates as required.
6. To carry out periodic reviews of capital programme for Education and Strategic Asset Management.
7. To take projects through from inception to completion in accordance with the client teams (Education and Strategic Asset Management) requirements.
8. To prepare and update tender and contract documents and evaluate tenders to award work to consultants or contractors.
9. To provide contractual advice to consultants as necessary.
10. To monitor the commitment and expenditure of projects to ensure expenditure within budget allocation.
11. Manage in-house projects that are deemed inappropriate for commissioning to external consultants.
12. Monitor and review adherence of contracts and standards.
13. Comply with and promote relevant policies e.g. Health & Safety and Sustainability.
14. Provide advice to Elected Members, Client departments etc.
15. Attend meetings and undertake all correspondence arising from the duties associated with this post.

Additional Duties:

To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job and its level of responsibility.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Qualifications	
120 UCAS Tariff points from a combination of acceptable Level 3 qualifications which may include: A level or BTEC Diplomas/Extended Diplomas, Apprenticeship	A, D
GCSE pass grades for English Language and Maths (grade 4 / C or above)	A, D
Experience	
No previous experience necessary, but an interest in the construction industry	A, I
Knowledge	
No specific construction industry knowledge required, but a desire (agree) to undertake a career in construction industry project management	A, I
Skills and Personal Qualities	
<i>Personal Drive</i> – Ability to achieve results. The ability and desire to work with minimum supervision and strongly motivated to achieve a high standard for you and others.	A, I
<i>Planning and Organisation</i> – Self-disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to assist Project Managers manage a wide variety of projects working with both external consultants, contractors, and in-house colleagues	A, I
<i>Communication</i> – Ability to communicate effectively and sensitively both verbally and in writing at all levels	A, I
<i>Teamwork</i> – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others.	A, I
<i>Flexible</i> - Maintain a high level of performance under changing conditions, tasks or people	A, I
<i>IT</i> - Utilise computer applications for standard spreadsheets, project programming, word-processing software for data entry, analysis, report preparation and e-mail etc.	A, I
Special Conditions	
Physical requirement to undertake inspection in areas of difficult access e.g., roofs, voids, basements etc.	A
The ability to travel effectively throughout the County to undertake and fulfil job requirements – full driving licence and own vehicle is desirable, but not essential	A, D
Willing to complete a Disclosure and Barring Service (DBS) application if offered the post.	D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

The postholder will visit construction sites and may be exposed to noise, dust and other issues associated with a live site. The postholder will climb ladders and use scaffolding as part of monitoring project progress / project problems. The postholder may be required to drive to different project sites in Warwickshire and may be subject to lone working.