

Job Profile

Name:

Job Title: Assistant Project Manager

Location: Palaces & Collections Department; Surveyor of the Fabric

Responsible To: Surveyor of the Fabric

Responsible For: Indirect Reports - Consultant teams

Key Budgetary Responsibilities: Project Budgets

Job Profile Agreed:

Job Holder's Signature:

Date:

Manager's Signature:

Date:

Job Title

Assistant Project Manager

Purpose of this job

To give the palaces the care they deserve, ensuring that the building fabric is maintained to exemplary conservation standards by:

1. Delivering portfolios of high quality planned maintenance and improvement projects.
2. Providing building advice and input to HRP staff and project teams.
3. Explaining HRP's conservation activities and expertise.

Main customers to this job

Surveyor of the Fabric
Executive Board and other Project Owners
HRP staff
Visitors (now and in the future)

Key areas of responsibility:

Responsibilities for delivering projects as Project Manager or, for some smaller, less complex Planned maintenance and Improvement Projects, as joint Project Sponsor/Manager.

- 1.0 Project Sponsorship
- 1.1 Acting as the client-side representative for the day-to-day management and co-ordination of the interests of HRP and the project budget, Assisting with the management of the HRP project team, or managing HRP stakeholders on smaller projects
- 1.2 Carrying out the responsibilities outlined in HRP's Project Management Procedures Manual, including:
 - assisting Project Managers and/or Surveyor of the Fabric with the preparation of Project Proposals.

- coordinating initial research and investigations.
- managing the HRP team and obtaining internal input and approvals.
- reporting to the Project Owner.

2.0 Project Management

- 2.1 Delivering projects; leading and managing the supply-side teams in the definition, design, procurement, implementation and review stages of the project.
- 2.2 Assisting with or carrying out the responsibilities outlined in HRP's Project Management Procedures Manual, with assistance from Senior Project Managers and Projects Support, including:
 - preparing for agreement and maintaining the Project Execution Plan (Project Brief, Plan, Cost plans etc.).
 - obtaining approvals at Project Gateways.
 - Over-seeing the production of feasibility studies, specifications and schedules of work.
 - design and cost control;
 - Managing project risk and change control;
 - consulting with statutory authorities and obtaining clearances (eg. SMC, planning);
 - managing the project budget;
 - supplier selection and procurement strategy;
 - tender documentation and analysis;
 - contract administration;
 - reporting to the Project Manager / Project Sponsor / Owner;
 - managing project handover, review and closure

3.0 Conservation Programmes and Policy

- 3.1 Contributing to the identification of maintenance needs through periodic surveys and inspection.

4.0 Professional Advice

- 4.1 Co-ordinating professional consultancy advice on a range of technical matters relating to projects, building conservation, structural issues fire protection etc.
- 4.2 Keeping up to date on all technical and conservation matters / CPD.
- 4.3 Participation in cross-functional project/reporting teams.

5.0 Explaining Conservation

- 5.1 Ensuring high quality interpretation is provided on all projects, using an appropriate range of site-based or web-based media.
- 5.2 Assisting with the preparation for and hosting of technical site visits and external groups.
- 5.3 Maintaining project filing and archiving consistent with the HRP Information Management Strategy.

Core Qualities and Behaviours (HRP's Performance Framework)

In addition to your main areas of responsibility, we have identified the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy. These qualities/behaviours are summarized below. Further details can be found in HRP's Performance Framework. Your role is primarily at level 2 of the Performance Framework.

- Ensure every customer (internal and external) feels delighted with their contact with HRP and the quality of the personal service/experience they receive. **(Delighting the Customer)**
- Manage yourself and others effectively through planning, organizing and anticipating problems ahead. **(Planning for Success)**
- Deliver work on time and to the high standards required, by taking ownership for outcomes, demonstrating pride in their achievement. **(Owning the Issue, Getting it Done)**
- Explore and try fresh, novel ways of doing things that are in keeping with HRP's Cause and add real value to the Organisation. **(Having the courage to try new things)**
- Continually develop expertise in key areas of your role, to ensure delivery of high quality work. **(Developing our Expertise)**
- Develop and maintain an in-depth understanding of the organisation, so that all your actions help achieve the best outcomes for HRP. **(Knowing our Organisation)**
- Work collaboratively with colleagues across functional and geographical boundaries to ensure the success of HRP. **(One Team - One HRP)**
- Support and guide your colleagues so they feel valued and inspired to succeed in their work **(Supporting others to Succeed)**

Other rules/standards

In addition to Key Areas of Responsibility and Core Qualities and Behaviours above, you are also required to have read, understood and comply with the rules/standards contained in HRP's Code of Conduct. These include rules/standards of Health and Safety. The Code of Conduct can be found in your Staff Handbook.