

Job Description



Job Title: (Apprentice) Associate Project Manager	Service Area: Parking Services	
Directorate: Environment and Sustainable Transport	Post Number: 10021936	Evaluation Number: 5898
Grade: Apprenticeship Scale 4	Date last updated: February 2021	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To support the Project Manager in a wide range of parking related projects. Such projects could range from the production of new procedures, new business processes, technology changes, re-tendering exercises, new contracts as well as new build/maintenance projects. Your role will be to support the Project Manager leading certain strategic projects, with a view to managing your own projects when appropriate training and criteria has been met.

To represent the service as determined by the Group Manager - Parking on other corporate projects which have an impact on Parking Services.

Job Context

The post holder reports to the Performance and Development Manager.

1. The post holder has no line management responsibility.
2. The post holder has no budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To support the lead officer for delivery of projects assigned to the post holder in the Annual Project Work Programme.
2. To support the delivery of agreed programmes of work within approved budgets and timescales.
3. To regularly report to the Performance & Delivery Manager - Parking on the delivery of projects.
4. To learn and embed a consistently high standard of project management during your apprenticeship.
5. To participate in Group meetings and joint Client and Contractor meetings.
6. To contribute to corporate projects on behalf of the Parking Services Group as dictated by Annual Project Work Programme / Group Manager – Parking.
7. To support the development of an organisational culture that is positive, flexible, responsive, forward looking and performance and customer focussed.
8. To develop and maintain effective communications where necessary, liaison and working relationships, both internally and externally, by directly employed staff and external resources, with elected members, client officers, community and business partners, relevant organisations and individuals, so as to ensure maximum effectiveness of the services delivered by the group.
9. To support the lead project manager on the procurement and implementation of new projects in line with service requirements.
10. To develop effective working relationships with stakeholders.

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: Knowledge of good project management techniques. Knowledge of Risk Assessments. Knowledge of Microsoft Office suite essential and MS Project desirable.	Application Form / Interview
EXPERIENCE: Project Management experience for projects desirable. Experience of identifying and controlling project risks.	Application Form / Interview

<p>SKILLS AND ABILITIES:</p> <p>Excellent organisation skills.</p> <p>Ability to work under pressure and deal effectively with demands from various projects – multi tasking.</p> <p>Ability to lead and motivate project groups to produce work to pre-determined deadlines.</p> <p>Effective oral, written and mathematical skills.</p>	<p>Application Form / Interview</p>
<p>DESIRED QUALIFICATIONS:</p> <p>Grade C or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 48 UCAS points, or equivalent.</p>	<p>Application Form / Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to;</p> <ul style="list-style-type: none"> • Act with integrity • Communicate openly and transparently • Take responsibility if things go wrong • Treat people fairly and consistently • Include everyone in our diverse community • Stand up to injustice and discrimination • Work hard to make Newham better for everyone • Think creatively to find new solutions • Committed to learning and improving • Treat people with courtesy and compassion • Welcome other people's ideas and perspectives • Consider how our behaviour impacts on • Have a one council, one team, approach • Collaborate and coproduce to achieve results • Trust, appreciate, and constructively challenge each other 	<p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post will require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Application Form</p>