



Havant Thicket Reservoir Assistant Project Manager

Portsmouth Water has embarked on a £123m project to build a reservoir at Havant Thicket. This environmentally led project will safeguard future water supplies and provide a place of natural beauty for the community to enjoy. The reservoir will provide wetland habitats, paths for walking, cycling, running and horse-riding, and a visitors' centre providing a café and educational resources for schools. The project will be mainly delivered through a main reservoir contract and two pipeline contracts, with some additional related contracts.

We are looking for two assistant project managers, one to support the reservoir contract, the other for the pipeline contracts, with some flexibility in providing support for the programme as a whole. The successful candidate will need to uphold our values of excellence, integrity and respect.

Main responsibilities are:

- Support the project manager to fulfil duties as required under the NEC contract
- Communicating with stakeholders regarding project objectives, contributing to planning and development, supporting coordination and management
- Researching information as required and performing administrative tasks such as contract administration, scheduling meetings, taking meeting notes and preparing management reports
- Project management of ad hoc projects to be managed from concept to completion
- Working with our professional advisers to ensure that works proceed in accordance with planning permission, licences and compliance with all relevant regulations.
- Scrutinise contractor information, including programmes, applications for payment, compensation events and early warning notices

To meet the high demands of this role, we are looking for a person who has the following:

Skills

- Strong communication skills with the ability to build excellent relationships with the team and stakeholders
- Expertise in planning software and techniques
- A clear, systematic approach to solving complex issues and able to communicate solutions in an effective, efficient, high-level manner
- Ability to work to deadlines with a focus on results and quality
- Excellent analytical skills with the ability to review and write decision support papers and progress reports

£35k-£45k, car allowance £4,712

Based in Havant

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Please include your CV and salary expectations.

**Apply to: Ian Limb, Head of HR, PO Box 8,
Havant, Hants PO9 1LG**

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 14 JANUARY 2022

- Enthusiastic and able to inspire others
- Excel/Powerpoint/Word/Teams
- Experience of using Contract Management Software would be an advantage

Qualifications and Experience

- Bachelor's degree in engineering, management, design or a related field of study
- 4 or more years of experience of major civil infrastructure projects
- NEC contract management experience is desirable
- Member of a relevant professional institution e.g. MICE, APM, PMI
- Project management qualification (PRINCE, APM or PMI)
- Full driving licence (all applicants will be required to undertake our driver assessment)