

# ASSISTANT PROJECT MANAGER – HVT PIPELINE



Portsmouth Water has embarked on a £339m 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.

## The Role

As part of the HVT Reservoir Project, there is a requirement to install a drawdown and fill pipeline between Bedhampton Pumping Station and Havant Thicket Reservoir, with new spring water pumped from the Bedhampton and Havant Springs system to fill Havant Thicket Reservoir. Plus, a further pipeline that will run from the Farlington Treatment Works to the Nelson Service Reservoir, which has highlighted a requirement for an Assistant Project Manager to directly support the Project Manager and the wider project team for the successful delivery of these two key contracts.

## Responsibilities / skills and attributes

- Support the project manager to fulfil duties as required under the NEC contract.
- Researching information as required and performing administrative tasks such as contract administration, scheduling meetings, taking meeting notes and preparing management reports.

- Production/support of monthly progress reports and governance approval papers.
- Regular meetings with Stakeholder, to monitor the Pipeline works and coordinate activity.
- Communicating with stakeholders regarding project objectives, contributing to planning and development, supporting coordination and management.
- Scrutinise contractor information, including programmes, applications for payment, compensation events and early warning notices.
- Working with our professional advisers to ensure that works proceed in accordance with planning permission, licences, and compliance with all relevant regulations.

## Qualifications and experience

### Essential

- 2 or more years of experience within major civil infrastructure projects.
- Self-motivated, enthusiastic, and able to foster collaborative working.
- Strong communication skills with the ability to build excellent relationships with the team and stakeholders.
- Ability to work to deadlines with a focus on results and quality.

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## £45k - £55k

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.

We actively support equality, diversity and inclusion and encourage applications from all sections of society.

The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

If applying externally please include your CV and salary expectations.

 **Human Resources, PO Box 8, Havant PO9 1LG**

 **jobs@portsmouthwater.co.uk**

 **portsmouthwater.co.uk**

**CLOSING DATE: 17 JUNE 2023**



- A clear, systematic approach to solving complex issues and able to communicate solutions in an effective, efficient, high-level manner.
- Good analytical skills, with the ability to review and write environmental management plans, progress reports and decision support papers.
- Excel/PowerPoint/Word/Teams.
- Applicants are expected to hold a full UK driving licence and will need to successfully undertake our driver assessment.
- Along with a pro-active approach to Health & Safety, you will be working at all times in line with our values of Excellence, Integrity and Future Focus.

#### **Desirable**

- NEC contract management experience.
- Knowledge of the CEMAR contract software.
- Project Management Qualification.
- Water Hygiene Card.
- Deep excavation pipeline construction methods.

For an informal discussion please call Human Resources on 023 9224 9306.