



JOB / ROLE DESCRIPTION

Job Title	Assistant Project Manager - Pipeline	Grade	9–10 Depending on Experience
Version			

Reporting To	HTR Project Manager Pipeline
Department	Havant Thicket Reservoir
Location	Head Office and Site Based Role
Direct Reports	N/A
Responsible for	<ul style="list-style-type: none"> • 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.
Key Interfaces	HVT team and the appointed Principal Contractor (Ward & Burke) for the Bedhampton pipeline and appointed Contractor for the Farlington WTW to Ichen WTW works.
Purpose of role	Support the project manager in all phases of work.

Values and Behaviours

We build success through a collaborative approach and by developing sustainable relationships. We will endeavour to provide a better service for both our internal and external customers and our colleagues. We will achieve this by following the Portsmouth Water core values of:

- **Excellence** – Putting the customer first. Ensuring we put our natural environment at the heart of our decision making. Pushing the boundaries on performance to deliver the best service. Empowering our people to be the best they can be.
- **Integrity** - Building trust through respect, honesty, and transparency. Being accountable and taking responsibility for our actions. Respecting confidentiality, protecting data. Fairness in all we do
- **Future Focus** - Deliver high-quality, resilient services in a changing world. Attracting and nurturing the workforce of the future. Make sustainable decisions to transform the business for future generations. Co-create innovative solutions with customers, partners, and stakeholders.

Task List

- Represent PW at various Sub-Group meetings.
- Regular meetings with Stakeholder, to monitor the Pipeline works and coordinate activity.
- Production/support of monthly progress reports and governance approval papers.
- Lead procurement, monitoring, and performance of NEC contracts.
- Design interface with approved supplier
- Actively support CEMAR contract management software package for communication

Key Responsibilities

Customer Service

- Liaise with external stakeholders to secure agreement or acceptance of various plans associated with the reservoir scheme.
- Liaise with PW internal stakeholders to ensure that the project is ready for a seamless handover into operation on completion.

Performance and Service Delivery

- Ensure project development is in accordance with the standards of, specifications, requirements and policies established by Portsmouth Water and Havant Thicket Project. Specifically in line with the contract.
- Projects completed to time, cost, and quality, ensuring the project is delivered within ODI targets and the regulatory allowance.

Compliance

- Health and safety regulatory requirements (CDM and H&S at Work Act)
- Environmental regulatory requirements (e.g., EPSM)
- PW-SWS Bulk Supply Agreement

Health, Safety & Wellbeing

- Ensure that works are carried out in accordance with the Havant Thicket Health and Safety Management Plan, and Portsmouth Water Health and Safety policies.

Person / Role Specification	Essential (E) Desirable (D)
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Strong communication skills with the ability to build excellent relationships with the team and stakeholders. • Self-motivated, enthusiastic, and able to foster collaborative working. • Proven ability to engage with environmental stakeholders at local, regional, and national levels. • Working knowledge in planning software and techniques. • Proven project management capability. • 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. • Ability to work to deadlines with a focus on results and quality. • Excel/PowerPoint/Word/Teams. 	<ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E
<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • D • E • D • D • D • D • E

This job / role description gives the post holder an understanding of the range of duties to be undertaken as part of the role. It does not detail every activity that will be required of the post holder. Specific tasks and objectives will be agreed as necessary according to changing business requirements, priorities, and operational needs.