

# PIPELINES ASSISTANT PROJECT MANAGER

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

Portsmouth Water is thrilled to announce an exciting opportunities for two dynamic and forward-thinking Pipelines Assistant Project Managers to join our Havant Thicket Reservoir Department!

In this key role, you will support the Project Manager in fulfilling the responsibilities outlined under the NEC contract. Your duties will include effective communication with stakeholders to ensure project objectives are met, contributing to the planning and development phases, and assisting in coordination and management efforts. Additionally, you will manage various ad hoc projects, overseeing them from concept to completion, ensuring their successful delivery.

## What will you be doing?

### Key Responsibilities

- 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
- 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
- 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.

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**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources



Excellence | Integrity | Future Focus

**£46,475 - £57,336**

**GRADE 8-9**

**+ non-contractual bonus related to company performance of up to 6% of basic salary**

### Hours:

Full-time | 38 hours per week | 2-3 days in the office

### Holiday:

27 days, plus bank holidays

### Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

### Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

### Private Medical Insurance:

Provided by Bupa

### Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

**CONTINUED**

**CLOSING DATE: 25<sup>TH</sup> SEPTEMBER 2024**

## What do you need?

### Skills, Competencies & Qualifications

- Bachelor's degree in engineering, management, design or a related field of study.
- Strong and demonstrable 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)
- 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 stakeholders.
- 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.

### What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

**Excellence in water. Always.**

Committed to a sustainable future together



Excellence | Integrity | Future Focus

## Apply Today

If you have the skills and experience to excel as our Pipelines Assistant Project Manager, apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We 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.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

[Apply Now](#)