



Job Title: Assistant Project Manager
Department: Public Safety & Subsidence
Reports to: Principal Project Manager
Direct Reports: None
Location: Home Worker

Contract Type: Permanent
Grade: CA4

Main purpose of the job

- To administer a portfolio of hazard, enquiry and subsidence projects across England and other regions as required, mainly focusing on the Yorkshire and North West regions.

Responsibilities

Specific

- To assist in the management of coal mining subsidence damage claims and coal mining surface hazard projects within defined statutory and internal frameworks.
- To ensure that your portfolio of projects is adequately progressed and resourced, and that your customers are effectively managed.
- To assist the department's Project Managers and ensure that adequate investigations are carried out to determine the Authority's liability.
- To assist the Project Managers and independently supervise contractors and consultants through undertaking research, investigations and remediation. This includes training and development in the effective production and management of the current suite of NEC 4 contract documentation and other disciplines including CDM and Health and Safety.
- To assist and undertake field related tasks as required which may include the inspection of properties, borehole inspections, liability sites, undertaking monitoring and sampling.
- To assist in the compilation of evidence and submissions in respect of any claims that may be referred to arbitration/lands tribunal.



- To act as a public interface, representing the Authority and dealing with live enquiries from members of the public, and other relevant parties.
- To undertake desktop assessment of claims/incidents for such things as shafts, outcrops, shallow and deep mine locations, faults, etc.
- To assist project managers in delivery of projects to time and budget.
- To be part of a response team dealing with calls to the Authority's emergency hazard line.

General

- To act in accordance with the behaviours and values of the organisation.
- To manage your own performance to be accountable for meeting individual, team and corporate objectives.
- To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
- To comply with and contribute to the improvement of operational and team processes and procedures.
- To assist with the preparation and execution of the team's objectives, budgets and financial records.
- To identify opportunities and implement change leading to team development, system improvement and good value for money.
- To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives.
- To support research and development projects.
- To ensure that the Authority's statutory responsibilities are effectively discharged.
- To carry out any further reasonable requests from your line manager.



Values in Action

We expect all our colleagues to embody our core values and behaviours in their daily work.

Trusted

- We act with integrity
- We're open and transparent
- We deliver on our commitments

Inclusive

- We promote a culture of mutual respect
- We recognise that our differences make us stronger
- We work with others to achieve our vision

Progressive

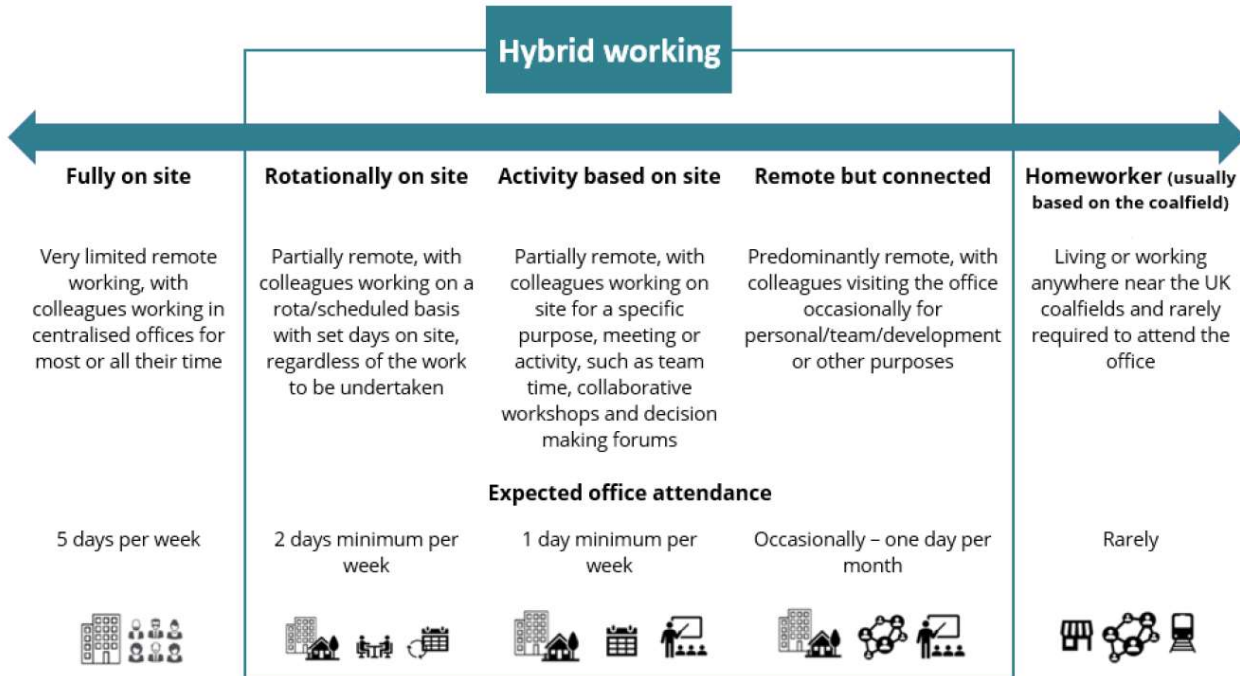
- We're open minded and innovative
- We recognise that the past can help us shape the future
- We listen and learn

Our Values in Action framework outlines important behavioural indicators which help us demonstrate our values through our work together.



Hybrid Working Model

This role sits within our Hybrid Working Model. The designated hybrid arrangement for this post is outlined under “Location” on page 1 of this Job Description and reflects the requirements of the role and the organisation. Hybrid working arrangements may be reviewed and adjusted if business needs change.



Person specification

<p>Job Title: Assistant Project Manager</p> <p>Section/Department: Public Safety & Subsidence</p>		
	<p>Essential</p>	<p>Desirable</p>
<p>Qualifications and Training</p>	<p>HND / Degree or equivalent in a relevant field (Surveying, Civil Engineering, Mining Engineering, Geology or appropriate discipline) or demonstrable industry experience in a related field.</p>	<p>Membership of a recognised body (ICE, APM, RICS or similar) and aspiration to work towards accreditation Introduction to the NEC4 ECC and/or APM Project Fundamentals Qualification</p>
<p>Experience and Knowledge</p>	<p>Some previous technical experience with a mining, surveying, geological or civil engineering background. Experience of managing contractors.</p>	<p>Demonstrable technical experience with a mining, surveying, geological or civil engineering background with experience of subsidence claim and hazard management.</p>
<p>Skills and Abilities</p>	<p>Ability to undertake travelling to hazard/subsidence cases Excellent interpersonal & communication skills Good organisational skills Experience of Microsoft office Ability to prioritise tasks and use initiative A strong teamwork ethic A commitment to on-going learning & development Strong problem-solving abilities Willingness to develop & make use of commercial acumen</p>	<p>Working knowledge of Health, Safety and Environmental issues Experience of Contractor Management Knowledge of Subsidence Legislation Experience of interpreting mining related information. Knowledge of the technical management of mining legacy risks and hazards</p>



	A positive attitude to collaborative working	
Other	Flexibility in working hours Driving License	

