

JOB TITLE:	Assistant Project Manager
REPORTING TO:	Senior Project Manager
DIRECT REPORTS:	None
JOB LOCATION:	Based from the Harlow Office and sites located nationwide.
JOB PURPOSE:	Responsible for supporting the installation, testing, commissioning and network maintenance of Gas infrastructure in accordance with company and Group procedures. Including the off site works required to facilitate the successful delivery of the works. This includes liaison with the incumbent utility providers where required and local Roads Authorities with Compliance to the Street Works Act.

Responsibilities

- Responsible for Health and Safety matters relating to the Installation and Commissioning of the Gas, Electric, Water or Fibre Networks.
- Responsible for ensuring all assets are constructed as designed, in a safe manner and are recorded correctly.
- Responsible for ensuring all engineering difficulties are identified, recorded and solutions planned safely and effectively.
- Responsible for the completion and recording of Site Surveys, Risk Assessments and Method Statements, ensuring all teams have suitable Job Packs to deliver works safely, in line with company procedures and to the required quality level.
- Support the Project Management of Network construction and maintenance with material control and accurate take offs.
- Responsible for monitoring of productivity, efficiency, and quality of all aspects of the work completed by the direct teams.
- Contribute to internal weekly planning and co-ordination meetings to ensure effective management of quality and performance.
- Liaise with customer when required to ensure progression of site variations, ensuring adherence to company procedures for major design changes.
- Liaison with the scheduling team to ensure the programme is communicated appropriately through the business systems and that all paperwork is correct for issue to the operatives.
- Contribute to/ conduct operative HSE Toolbox talks / Employee Forums and other communication platforms to ensure all relevant legislation changes and updates and communicated.
- Conduct Audits of site preparation and monthly site audits / team audits / van audits and audits of site preparation to ensure compliance to relevant legislation and all company procedures.
- Assist with existing asset and/or plant queries and any emergencies, which may include acting as the officer in charge during a gas supply emergency and participate in the standby rota.
- Provide any required technical support to direct teams and carryout any other duties as deemed appropriate by the Senior Project Manager and/or Operations Manager.
- Assist the Senior Project Manager and/or Operations Manager in the development of greater efficiency within the company.
- Any other duties as required by the manager.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS	NRSWA supervisory card, relevant SHEA card and CSCS registration Gas Network Safety Passport	NCO02 for Main Laying / Service Laying (or equivalent) Up to 355mm. SCO1,2,4&5 or Core/FoA/PtW/RO/NRO
EXPERIENCE/ KNOWLEDGE	Must have experience and/or qualifications as well as having a working knowledge of current Legislation, Technical Standards & Specifications, Codes of Practice and Recommendations relating to all of the Electric, Water and Gas Distribution Systems. Experience of Working in the Public Highways. Must be able to Identify and understand Utility Plans.	Preferably experience in the Utility environment with Electric, Water and Gas Distribution networks including LP/MP/IP systems, PRI's and MOB's
ABILITIES/SKILLS	Full clean and valid driving license	
EMPLOYEE LEVEL	Team member (non-managerial)	



The Vision

Be the leading utility partner to accelerate the UK towards net zero for all our customers.



The Mission

Making lasting connections with our customers to improve their lives.



BE BALANCED,
BE FAIR



BE BETTER
EVERY DAY



BE A CUSTOMER
CHAMPION



BE ENVIRONMENTALLY
ACCOUNTABLE



BE SAFE,
BE WELL



BE TRUSTED

BE YOU

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