



Job Description – Assistant Project Manager

JOB TITLE:	Assistant Project Manager
DEPARTMENT:	Developer Services
GRADE:	Band 2.2
HOURS:	37.5 - 40 hours per week. Flexibility with working hours will be required
LOCATION:	The post is based at the MOLA London office but travel to sites in the southeast and the midlands will be necessary.
DURATION:	Permanent
RESPONSIBLE TO:	Project Managers and Senior Project Manager
RESPONSIBLE FOR:	(Project staff as required, in respect of individual projects)
OVERALL JOB PURPOSE:	<ul style="list-style-type: none"> • This role is based within the MOLA London Team. • The primary purpose of this role is to support Project Managers and Senior Project Managers in the design and delivery of archaeological projects and to manage smaller / less complex projects within agreed business development targets. • On a daily basis, you will have a number of varied responsibilities including costing, organising, managing and delivering projects, forming project teams in liaison with other managers, and managing the execution of projects so as to meet client requirements and underpin MOLA's reputation as a leading commercial archaeological organisation.
KEY RESULT AREAS:	<p>Leadership & People Management</p> <ul style="list-style-type: none"> • To support Senior Project Managers and Project Managers in motivating and managing multi-disciplinary project teams. • To motivate, inspire and manage multi-disciplinary project teams to carry out thoughtful, focused work, procuring services from within service teams and externally as required for smaller projects; • Provide timely and constructive feedback on performance against project goals to project staff • To represent MOLA at relevant project-specific client meetings <p>Business Planning</p>

<p>KEY RESULT AREAS CONT.:</p>	<ul style="list-style-type: none"> • To work as part of a team and ensure that projects for which you are responsible are aligned with the business plan; • To take action to ensure that tenders and project proposals are costed and planned such that they meet defined profit margin, academic, technical and quality standards; • To maintain project budget data in the Financial system • To comply with the MOLA new business acceptance procedure overseen by a Senior Manager; <p>Project Delivery</p> <ul style="list-style-type: none"> • To plan, manage and complete archaeological projects and take action to ensure that chargeability and profitability targets are achieved and that appropriate academic, technical and quality standards are met; <p>Business Delivery and Financial Management</p> <ul style="list-style-type: none"> • To achieve specific profitability and chargeability targets; • To review financial management information regarding your projects regularly, and actively manage the successful completion of projects in fulfilment of the agreed financial, academic, technical and quality standards; • To invoice clients on relevant projects • To work with members of the Project Management Team, provide cover and support as required, and contribute to the sharing of best practice and lessons learned at project completion; <p>Health and Safety</p> <ul style="list-style-type: none"> • To work in accordance with the requirements of the MOLA Health & Safety Policy
<p>SPECIAL CIRCUMSTANCES:</p>	<ul style="list-style-type: none"> • Flexibility with travel will be required including regular travel to sites as required

NB. This job description should not be taken as an exhaustive description of the role; rather, it is indicative of the types of responsibility covered by this job. MOLA reserves the right to make reasonable changes as are necessary and commensurate with the nature of the post held.



Person Specification – Assistant Project Manager

Essential	Assess. Method	Desirable	Assess Method
Qualifications			
<ul style="list-style-type: none"> • A relevant Bachelor’s Degree or equivalent experience 	AF	<ul style="list-style-type: none"> • Relevant degree 	AF
<ul style="list-style-type: none"> • Full clean Driver’s Licence 	AF	<ul style="list-style-type: none"> • Accredited Project Management qualification 	AF
		<ul style="list-style-type: none"> • ACIfA (or application pending) 	AF
Experience & Knowledge			
<ul style="list-style-type: none"> • Experience of working within a multi-disciplinary project environment 	AF/I	<ul style="list-style-type: none"> • Demonstrable experience in a management or supervisory role 	AF/I
<ul style="list-style-type: none"> • Experience of working in collaboration with other colleagues and ensuring they adhere to the critical path to successful completion of a project. 	AF/I	<ul style="list-style-type: none"> • Experience of managing archaeological projects 	AF/I
<ul style="list-style-type: none"> • Experience of operating in a competitive commercial environment. 	AF/I	<ul style="list-style-type: none"> • Experience of costing and bidding for project work 	AF/I
		<ul style="list-style-type: none"> • Clear track record in the effective and efficient planning and delivery of projects 	AF/I
		<ul style="list-style-type: none"> • Knowledge of the commercial archaeology market in the context of development 	AF/I
Skills/Abilities/Competencies			
<ul style="list-style-type: none"> • Demonstrable commitment to the commercial success of past / current employer organisations 	AF/I	<ul style="list-style-type: none"> • Well-developed planning and organising and management skills 	AF/I
<ul style="list-style-type: none"> • An understanding of the principles of diversity and how they relate to a role such as this. An active commitment to the principles of workforce diversification 	I	<ul style="list-style-type: none"> • Intermediate skills in Microsoft Office and PowerPoint 	AF/I
<ul style="list-style-type: none"> • An effective, concise, and confident written and verbal communicator 	AF/I	<ul style="list-style-type: none"> • Intermediate skills in draughting and drawing; use of MapInfo, and AutoCAD 	AF/I
<ul style="list-style-type: none"> • Excellent people skills and an ability to motivate colleagues 	AF/I	<ul style="list-style-type: none"> • Understanding of the principles of survey (GPS) and ability to manipulate and interrogate survey data 	AF/I
<ul style="list-style-type: none"> • Excellent numerical ability 	AF/I	<ul style="list-style-type: none"> • Demonstrable leadership and pastoral skills 	AF/I
<ul style="list-style-type: none"> • Positive attitude, flexible, change-orientated and outputs/results focus 	AF/I		
<ul style="list-style-type: none"> • Intermediate skills in Excel, Word, Access 	AF/I		

Assessment Method Code:	
AF	Application Form
T	Test
I	Interview