|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title:** | **Assistant Project Manager** |
| **Function: Department** | **Property Development** |
| **Location:** | **UK including Republic of Ireland / Northern Ireland** |
| **Reporting to: Reporting To** | **Andrew Green, Senior Project Manager** |
| **Effective Date: irectReports** | **TBC** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** | **G** |

|  |
| --- |
| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The Assistant Project Manager will be responsible for supporting the Senior Project Manager and the Project Managers in delivering the design and build of all new stores; relocations and remodels. They will have a fantastic opportunity to learn and develop in their chosen profession from experienced Project Managers in a dynamic and high-growth Franchised business model. |
| **Key Responsibilities/Job Tasks:**  Please list the most important responsibilities (with a breakdown of Frequency against each e.g, sometimes, often, considerable etc).  Carry out site inspections and provide construction support, under supervision, working closely with Acquisition Surveyors for sites under investigation.  Assist in preparing budgets to help determine if the site would be profitable if the project proceeded.  Facilitate on-site briefing or scoping meetings and coordinate the production of drawings as required  Assist in producing Building Survey / Schedule of Landlord Works  Assist Project Managers in chasing up / coordinating 3rd party vendors including Main Contractors; Suppliers and ensuring other functions like IT are up to date on programme schedules  Ensure all project dates are accurately and shared in a timely fashion with New Store Admin for forecasting and reporting purposes  Assist Project Managers in site visits during construction and completing snagging reports  Provide weekly updates on allocated projects. |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

|  |
| --- |
| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**  Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)  None |
| **Business Knowledge**  Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?  Domino’s knowledge not required as training will be provided. |
| **Problem solving**  Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  The role will require good common sense with the ability to make judgements under the supervision of the Project Managers during their development. |
| **Decision making**  What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or r, or role makes decisions within broad business guidelines where there are few or no policies available.  Decisions to be made under the supervision and guidance of the Project Managers but based on defined processes and ways of working |
| **Communication**  Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?  An organised individual with good communication skills |
| **Innovation**  To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.  Limited opportunities for innovation with the exception of integrating into the team and supporting project workstreams like sustainability or new formats. |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

|  |  |
| --- | --- |
| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | Minimum Degree educated in the Property field. Possible would consider a Trade Background, i.e. contracts manager or similar and someone looking to change from contractor to client side. |
| 1. Knowledge | Project Management background preferred but this is an entry level position |
| 1. Skills/Ability | Organised / process orientated  Clear communicator  Self-starter and eager to learn and develop within role  Analytical and good attention to detail  IT – word, excel, powerpoint and project  Fully mobile (UK) – 70% |