



Job Description – Assistant Project Manager

JOB TITLE	Assistant Project Manager
DEPARTMENT	MOLA Projects Division
LOCATION	Nationwide
WORKING HOURS	37.5 hours per week, Monday to Friday. Up to 40 hours can be required. Flexibility with working hours required
CONTRACT TYPE	Permanent (subject to a 6 month probationary period)
SALARY:	National: £33,300 to £40,960 London: £35,411 to £41,827
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 Project Team. • The primary purpose of this role is to gain experience in Project Management, 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 preparing fee proposals, collaborating on tenders, organising Client facing work, managing and delivering projects, working within project teams in liaison with other managers. 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> <ul style="list-style-type: none"> • To work as part of a team and ensure that project work for which you are responsible is aligned with MOLA business plans and strategies; • 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>KEY RESULT AREAS cont.</p>	<p>SUPPORTING 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>SUPPORTING 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. Some overnight stays will be required.
<p>CONTINUOUS PROFESSIONAL DEVELOPMENT</p>	<p>MOLA is committed to providing training and CPD for the successful candidates. We encourage all employees to undertake available training and research to enhance personal knowledge, skills and experience.</p>



Person Specification- Assistant Project Manager

CRITERIA	ESSENTIAL	DESIRABLE	ASSESS - METHOD
QUALIFICATIONS	<ul style="list-style-type: none"> A relevant Bachelor's Degree or equivalent experience 	<ul style="list-style-type: none"> Relevant degree Accredited Project Management qualification ACIfA (or application pending) 	AF (all)
DRIVING LICENCE	<ul style="list-style-type: none"> Full, UK (Category B) driving licence or valid equivalent. 		AF/I
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Demonstrable knowledge, experience and track record of working on archaeological sites Experience of working within a multi-disciplinary project environment Experience of working in collaboration with other colleagues and ensuring they adhere to the critical path to successful completion of a project. Experience of operating in a competitive commercial environment. 	Demonstrable experience in a management or supervisory role Experience of managing archaeological Projects Experience of costing and bidding for project work Clear track record in the effective and efficient planning and delivery of projects Knowledge of the commercial archaeology market in the context of development	AF (all)
SKILLS & COMPETENCIES	<ul style="list-style-type: none"> Demonstrable commitment to the commercial success of past / current employer organisations 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 An effective, concise, and confident written and verbal communicator Excellent people skills and an ability to motivate colleagues Excellent numerical ability Positive attitude, flexible, change-orientated and outputs/results focus Intermediate skills in Excel, Word, Access 	<ul style="list-style-type: none"> Well-developed planning and organising and management skills Intermediate skills in Microsoft Office and PowerPoint Intermediate skills in draughting and drawing; use of MapInfo, and AutoCAD Understanding of the principles of survey (GPS) and ability to manipulate and interrogate survey data Demonstrable leadership and pastoral skills. 	AF / I / (all)

Assessment Method Code:	
AF	Application Form
T	Test
I	Interview

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