

ASSISTANT PROJECT MANAGER



About us:

Peter Marsh Consulting Ltd is a client advisory and project management consultancy helping to create places and shape futures. PMc is owned and led by its two Directors – Peter Marsh and Robert Rees. Peter Marsh Consulting are specialist project managers, strategic client advisors, space planners and providers of interim leadership services. We work predominantly with providers of education and Local Authorities. Our team of directly employed staff bring a wide range of experience to our work; their backgrounds vary from education, architecture, project management, cost consultancy, finance, senior leadership, estates and contract management.

Our diversity makes us think and act differently from other more traditional surveyor-led practices.

What we do:

We help create places and shape futures. We help our clients define their future estate's needs, assess how much and what type of space they need, review options for the delivery of their future estate and set realisable and affordable plans for their future execution.

We deliver refurbishment and new build construction projects. Before we get to the point of helping to let construction contracts, we take time to work closely with our clients to advise, guide and challenge them, from the shaping of their initial vision through to defining a clear brief for the spaces they want to create; we help define the business plan that will support the future delivery of projects; and, we help write business cases to secure funding for realistic and value-for-money building projects.

Our key services include:

- Client Advisors;
- Strategic Estates Advisors;
- Project Management – refurbishment and new build projects;
- Education Space Planning;
- Writers of funding bids;
- Cost Consultancy;
- Education Consultants and Curriculum Leadership and;
- Interim Financial Leadership services.

We work on projects with a construction value of £50,000 to £120 million; whatever the scale our philosophy and dedication to making a difference remain the same.

We challenge thinking along the way, across the design and construction supply chain. We support our clients in truly understanding what it is they want to achieve: and, our consulting and construction partners in delivering solutions which exceed expectations.

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Working at PMc:

Our team members tell us that in joining PMc you will be part of a passionate, highly motivated, friendly team who get great satisfaction from the work that they do. We also enjoy our PMc coffees and cake - because a team that eats and laughs together gets things done! Your career will benefit from the experience you will gain from working across the range and variety of projects that we deliver. We are busy, we deliver projects to timescales that others think aren't possible and we see projects through from the first glint of a vision to installing furniture and plugging in PCs. We roll our sleeves up and get our hands dirty! At times our work can be intense and challenging, but we are one team and we support each other in delivering great outcomes every day. We have a supportive team ethos, we provide as much CPD as you can manage, and we offer the chance to work with amazing clients and exciting projects that make a real difference to the communities we serve.

Current Clients & Projects:

- Strategic Client Advisor for the London Borough of Tower Hamlets new £100m Town Hall project in Whitechapel;
- Project Manager and Employer's Agent for the £45m Lambeth College, Nine Elms STEAN centre development;
- Client Side Advisor; Cost Consultant and Employer's Agent for the redevelopment of the estate at Loddon School, Basingstoke;
- Strategic Project Lead for the Estates Strategy at Havant and South Downs College and the management of a range of refurbishment and site development proposals;
- Client advisor and Project Manager for Buckinghamshire College Group - working on a transformative new Town centre project in High Wycombe and delivery of the refurbishment works at Aylesbury campus;
- Client advisor and College Representative for South Staffordshire College Group - working in partnership with Tamworth Borough Council on new Town Centre project in Tamworth;
- Client advisors at Capital City Colleges Group: including the development of a new Masterplan for the estate and delivery of a range of new build and refurbishment projects;
- Strategic Project Lead for the Estates Strategy at The Henley College and the management of a range of refurbishment and site development proposals;
- Strategic Project Lead for the Estates Strategy at Fareham College and the management of a range of refurbishment and site development proposals;
- Strategic Estates Advisors to a range of other Further Education Colleges and Universities in the South East, South West, Midlands, North of England and London;
- Education and Skills space planning consultant retained by the States of Guernsey;
- Provision of education and space planning advice to a number of international and independent schools; and,
- Strategic financial consultancy and/or recovery services to a number of HE and FE clients.

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About You:

You may be a recent graduate or a college leaver like a level 3 qualification or; you may be looking for a career change from another role. Either way you will;

- have really good numerical and communication skills;
- want to be part of a hard-working and fast-paced team;
- have a willingness to learn; and,
- have the resilience to face and overcome new challenges every day.

You will be part of a small but growing team who are already 'converted' to working the PMc way - stretching boundaries, challenging the status quo and going the extra mile in everything we do.

We will be your best advocate. We will mentor, train and challenge you to achieve your very best; we want you to be able to advance your career wherever you want - but we want you to choose to stay with us because together we really can and do make a difference.

Base:

Our office is in Winchester or London with travel required to our clients across England. We believe that work is what we do not where we are. Some of our team work from home; some work in the office full time; others mix their days between the two.

Pay:

We offer competitive salaries with opportunities for rapid pay progression. Depending on your experience you can expect a salary between £22,500 and £30,000 for this role.

Interested?

To apply for the role of Assistant Project Manager at PMc please send us your CV and a covering letter setting out why you want to work with us to Peter@petermarshconsulting.com.

If you would like to speak to Peter or Robert about our work before applying, then please call us on 01962 657 157 or email Peter directly on Peter@petermarshconsulting.com.

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Assistant Project Manager

Reporting to: Senior Project Manager

Employer: Peter Marsh Consulting Ltd

Location: Winchester or London

The role of Assistant Project Manager is outlined below:

General Project Management:

- assist with the preparation of service proposals and the production of project initiation documents, project directories, Request for Information (RFI) forms, programmes, risk registers and project execution plans at the commencement of new projects;
- prepare agendas, arrange and attend client and site meetings with the leading project manager; take action notes and minutes as required;
- assist in a wide range of numerical analyses including assisting in the preparation of cost plans and the preparation of space planning analyses;
- organise and administrate project folders and digital and paper-based information; and,
- support the development of estates strategies by helping one of the PMc project managers undertake condition surveys, including the review and measuring of drawings and the writing up of site visit notes.

Construction Project Management:

- support the project manager with managing tendering processes;
- obtain quotations, samples and information from supplies;
- assist the project managers by helping to maintain established ongoing project management systems including regular project and client meetings documents, project directories, risk registers and change control logs to contribute to the effective management of projects during the execution phase; and,
- support the project manager at key milestones of the construction process (e.g. being on site when furniture and equipment are delivered).

Fit-out & Post-completion Project Management:

- support the project manager at key milestones of the fit-out process; and,
- contribute to post-project reviews (PPR) of completed projects including drafting of PPR reports and undertaking end-user surveys.

The duties above are not intended to be exhaustive but to indicate a range of responsibilities and tasks commensurate with the skills required and remuneration associated with the role. We do not expect you to be familiar with all of the terms and descriptions above – but we do expect you to be excited about the opportunity to learn about them.

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Person Specification

Education / Training and other Requirements	Experience and Requirements
5 GCSE A-C (or equivalent)	Positive, driven and well-motivated individual with excellent organisational skills
A-Levels or other vocational level 3 qualification in a relevant subject (business, design, engineering etc)	Good IT skills including high level of competence with Microsoft Office products
A degree in a relevant subject is desirable but not essential to be considered for this post	Good numeracy and literacy skills
	Good level of communication skills
	Flexibility to cope with several jobs simultaneously
	Good attention to detail
	Motivation to want to make a difference

Terms & Conditions

Salary:

£ competitive – in the range of £22,500 to £30,000 depending on skills and experience. Reviewable based on performance every 6 months.

Holiday:

28 days holiday plus bank holidays as standard with the ability to trade pay for holiday +/- 5 days.

Pension:

Employer contributions to a pension scheme up to 5% of your base salary.

Professional development:

Support and payment of appropriate subscriptions including studying towards the professional Association of Project Management qualifications.

Offices & Place of Work:

Our main PMc offices are based in Winchester. You will be required to travel to clients' premises at the start and end of each working day as required.

Probation:

A two-month probationary period applies from the commencement of the full-time permanent role.

Notice:

A period of one month's notice is required on either side. PMc reserves the right to make payment in lieu of notice at its absolute discretion.