Role definition

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| Job title: | Project Engineer/ Assistant Project Manager | | |
| Reports to: | Project Director | | |
| Direct reports: | None | | |
| Business unit: | Professional Services | Location: | Warwick |

Summary

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| Reporting to the Project Director to provide detailed assistance in the management of a team of multidisciplinary designers on the PHE Science Hub Project. Project is a mixture of new build and refurbishment projects on the old GSK site at Harlow and the overall Construction value is approximately £350m. |

Key objectives

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| * To provide support to the Project Managers on each of the three projects in the day to day running of the projects PR19 Infrastructure, PR 20 General Buildings & PR 23 Research and Development Building. * To work with the Project Managers to monitor design progress and delivery of Activities on the NEC PSC contract * To chair meetings when requested by the Project Manager and take minutes of meetings. * Attend meetings when requested by the Project Manager and take minutes of meetings * Assist the Project Managers in maintaining action logs and management of the close out of live actions * Assist in processing EWN’s and CEN’s including assembling quotation responses from design team proformas * Assist the project planner with tracking design progress * Review resource levels being applied to the project by each discipline and report findings to the Project Managers * General assurance administrative duties. |

Person specification

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| * Qualifications and training   Graduate Architect or Building Services engineer or experienced technician or Project Management APM |