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.
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Person specification

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| * Qualifications and training

Graduate Architect or Building Services engineer or experienced technician or Project Management APM |