

Job Details			
Job Title:	Project Management Assistant		
Function:	Regions		
Job Reports To:	Various		
Location:	Various		
Job Number:			
Family:	Project	Level:	4 Band: 5
<small>(Full details on Family, Level and Band can be obtained from Human Resources)</small>			
Job Purpose			
To support the project management team in the every day management of projects for which they are responsible, in accordance with the Guide to Railway Investment Projects (GRIP), Railway Group, Network Rail's company standards, and all current applicable legislation including CDM Regulations.			
Safety Details			
1. This job MANAGES EMPLOYEES <i>(review and undertake the management accountabilities identified in the Managers' Handbook)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST <i>(Section 4.1.2 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE <i>(e.g. Running of Special Trains)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST <i>(Section 4.1.3 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence <i>(refer to the Job Description guidelines for detailed information on TRACK SAFETY competences)</i>	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Key Accountabilities			
<ol style="list-style-type: none"> 1. Work as part of a project team, assisting to deliver projects to time, cost and quality through various phases in a safe and environmentally responsible manner. 2. Monitor and report programme and progress in accordance with project reporting systems and guidelines. 3. Develop and integrate, effective support systems to enable the Project Manager to manage and control change. 4. Process contractor possession and isolation applications so that they applications are complete and submitted to the prescribed time scales as directed. 5. Monitor contractor performance indicators and provide periodic progress reports. 6. Support the Project Management team in providing a safe working environment at all times during the execution of those projects under their responsibility. 7. Manage generic and site specific methods of working and supply risk assessments to agreed timescales. 8. Monitor so that HSQE risk assessments have been carried out by the contractor, and monitor compliance. 9. Comply with the Investment Competence Framework. 			
Job Skills, Experience and Qualifications			
<u>Essential</u>			
<ul style="list-style-type: none"> • Some management experience including project management. • Educated to HND/HNC or similar standard. 			

- HSQE awareness, issues and principles.

Desirable

- Membership (or working towards membership of) the Association for Project Management.
- A degree or equivalent.
- Knowledge of safety, quality, environmental, commercial and financial aspects.
- Understanding of possession planning.

Job Description Briefing

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
 (I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate superior: ----- Signature: -----
 (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Nominated Deputies

If this is a KEY SAFETY POST (2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.

Name of Nominated Deputy: ----- Signature: ----- Date: -----

(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)

If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by:

Dated:

Version: