

Job Title:	Degree Apprentice Construction Project Manager
Team/Service:	Development & Projects Management
Responsible To (Day to Day):	Project Manager
Accountable to (Line Manager)	Project Management Team Leader
Salary/Grade:	£19,000

1. Key Purpose of Job

- 1.1. To assist in the delivery and programme of works undertaken by the project management team
- 1.2. To learn the role of the project manager in the construction industry in order to proceed to chartered status by commencing on a Level 6 Degree Course.

2. Anticipated Outcomes of Post

- 2.1. To assist in the provision of construction project management services on a range of projects undertaken by the project management team.
- 2.2. Achievement of a relevant construction project management qualification as detailed in an apprentice agreement.

3. Key Duties and accountabilities of the post

- 3.1. Learn aspects of the project management duties and activities listed below with appropriate support from line management
- 3.2. Learn a range of processes to effectively and efficiently assist in the project management of capital projects
- 3.3. Learn a range of computerised systems as appropriate.
- 3.4. Learn aspects of document and data management systems
- 3.5. Work flexibly as part of a team

- 3.6. Undertake study towards achievement of a project management qualification.
- 3.7. Liaison with internal and external stakeholders including designers, project managers, contractors and clients.

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. The post holder works as part of a team supporting a large office and a wide breadth of services. The post holder will learn how information is recorded accurately and communicated in a timely manner to enable officers to take appropriate action
- 4.2. The post holder will learn to deal with a wide range of project management tasks, exhibiting time management skills and prioritisation of tasks
- 4.3. The post holder will learn the use of specific procedures relevant to the quantity surveying profession and TDA generally

5. Budgetary / Financial Responsibilities of the post

- 5.1. None

6. Supervision / Line Management Responsibilities of the post

- 6.1. None

7. Working Environment & Conditions of the post

- 7.1. Office environment
- 7.2. One Day per Week at University Campus, (or other nominated training provider) as part of a day release apprenticeship programme, during university term time. The postholder will be able to claim travel expenses, in line with usual company policy for a visit away from the office. Travel may consist of driving, carsharing, or public transport.
- 7.3. Some Site Based Work

8. Physical Demands of the post

- 8.1. The post holder will generally be required to have normal physical effort
- 8.2. Ability to walk around a construction site unaided for weekly site visits and have the ability on occasions to climb ladders or work at height, e.g. use scaffolding.

9. Key Contacts and Relationships

- 9.1. **External (Client)**- Torbay Council, non-Torbay Council clients including other Local Authorities, Health Care Trusts and School Academy Trusts,
- 9.2. **External (Project Team)**- Consultants and other Contractors associated with the project,
- 9.3. **External (University)** University Training Providers, Lecturers, Other Students,
- 9.4. **Internal** - TDA colleagues at all levels of the organisation,
- 9.5. **Internal - TDA Apprentice, Undergraduate & Graduate Group** – Be supported and involved in any extracurricular events that the Apprentice & Graduate Group may arrange

10. Other Duties

- 10.1. To undertake additional duties as required, commensurate with the level of the job.
- 10.2. To undertake study away from working hours to ensure that coursework, exam preparations & other university commitments are maintained to ensure quality exam results.

Additional Information:

- a) TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.
- b) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the TDA at a future date.
- c) This post is eligible for hybrid working
- d) Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- e) A criminal record check (disclosure) from the DBS is required for this post and will be undertaken before appointment is confirmed.
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) All staff must be committed to demonstrating TDAs core values of Respect, Integrity Adaptability and Empowerment.
- h) If you are required to use your own vehicle on TDA business or drive a TDA vehicle you will be asked to provide information on any driving endorsements
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant TDA Policies and Procedures.

Person Specification

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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Effective communication skills 2. Ability to effectively work to competing deadlines 3. Ability to effectively work as part of a team 4. Ability to use computerised systems. 5. Accuracy and attention to detail. 6. Willingness to achieve a recognised construction project management qualification. 7. Ability to use office equipment 8. Ability to work on own initiative 9. Exceptional organisational skills 	<ol style="list-style-type: none"> 1. Ability to follow procedures

Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> 10. Knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams, Windows Operating Systems) 	

Essential Experience/Achievements:	Desirable Experience/Achievements:
<ol style="list-style-type: none"> 11. Experience working as part of a team 12. Experience of managing conflicting deadlines 	<ol style="list-style-type: none"> 2. Practical application in the Construction Industry 3. Previous work experience (any field) 4. Previous track record of volunteering 5. Duke of Edinburgh Award (Bronze, Silver, or Gold)

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
<p>13. The course pre-requisites can be found on UWE Bristol's website for the course BSc (Hons) 'Construction Project Management'</p>	<p>6. For results to exceed the minimum tariff points required. 7. A Valid UK Driving Licence</p>

Essential - Other requirements of the job role:
<ul style="list-style-type: none"> • Ability to travel around Torbay in order to carry out duties e.g. site visits, as required. • Ability to accommodate extended travelling hours, on occasions, as a result of travelling to university etc (Time on campus could vary from 08:00 – 18:00), with travel to UWE's facility, in addition. • To carry out self-study in order to work towards the degree outside of working hours to meet university deadlines