Trainee Project Manager Job Description

 **Job title:** Trainee Project Manager

**Department:** Construction

**Reporting to:** Construction Manager

**Direct reports**: N/A

# Job Purpose

# The main purpose of the Trainee Project Manager role is to assist and support in the successful delivery of new multi-utilities connections, undertaking infrastructure projects involving Electric, Gas and Water supplies, whilst under the supervision of Project Managers and the Construction Management team.

# The successful candidate will follow a structured training and development programme, which will last approximately 2 years.

# On completion of this programme, we anticipate that you would progress into a Project Manager role, with full responsibility for your own project portfolio.

# Job Responsibilities

* Assist the Project Managers in the management and supervision of internal and external staff.
* The candidate will work with assigned Project Managers and others, to help achieve their respective project objectives.
* Develop strong relationships with internal staff across the business.
* Build a robust knowledge on financial and commercial arrangements on projects through formal training and project specific training by the PM.
* Assist PM in delivering projects, safety, within budgeted costs and to a high-quality standard.
* Prepare Work Instructions, Risk Assessments & Method Statements.
* Assist PM in the creation and maintenance of project programmes.
* Under close instruction, liaise with Local Authorities regarding works undertaken in the public highway.
* Procure and control project materials.
* Working with the PM, assist with the monthly provision of financial and project progress information, and attend PM one-one meetings.
* Liaise with Distribution Network Operators & Independent Network Operators to complete final connections.
* Develop your technical understanding of project-based construction tasks through formal training and site-based experience.
* Under close instruction from the PM, liaise with the client to ensure smooth project delivery.
* Develop a clear understanding of the market that UK Power Solutions operate within.
* Develop new and existing knowledge to allow you to undertake multi-utility projects.

The above outlines the general duties and responsibilities, other reasonable duties may be assigned as required by management.

# Candidate Requirements

Experience

* Previous experience in Project Management within the Electricity/Gas/Water distribution industry or similar is advantageous.
* Experience of working with, or within a Distribution Network Operator, Independent Distribution Network Operator or Local Authority or previous Distribution Network Operator, Independent Distribution Network Operator authorisations is an advantage.
* Experience in managing internal and external labour for installation of service laying, cable jointing, switchgear installation, CSEP connections, SOW connections and commissioning will be viewed favourably.
* Previous experience of power distribution, gas and water networks is beneficial.

Qualifications

* Institution of Occupational Safety and Health, Site Management Safety Training Scheme, Electrotechnical Certification Scheme, Construction Skills Certification Scheme, New Roads and Street Works Act Supervisor, First Aid, Manual Handling – these accreditations are useful but not mandatory as full training will be given.
* Qualification in Electrical/Mechanical Engineering e.g. City & Guilds, Ordinary National Certificate, Higher National Certificate or Degree.
* Equivalent qualifications in a similar discipline will be viewed favourably.

Attributes

* Solid organisational ability, initiative, and strong influencing skills.
* Ability to work effectively within a team, with good communication skills.
* Customer service orientated and a desire to achieve the best results and contribute to the success of UKPS.
* Problem solver and solution provider.
* Ability to plan, prioritise and meet deadlines.
* Keen to learn and commit to long term career progression within UKPS.
* Intermediate IT skills to include Microsoft Office applications, spreadsheets, and database software.