

|                   |                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title:        | Assistant Project Manager                                                                                         |
| Reports to:       | Senior Project Manager/Senior Development Manager                                                                 |
| Responsible for:  | Providing project management support on gbp Develop projects                                                      |
| Hours & Location: | 37.5 hours, National remit hybrid working (with two days per week on site in Crawley for at least first 6 months) |

## What we expect from this role:

- Provision of proactive support to gbpartnerships development / project management team to enable us to successfully deliver new build and refurbishment projects for our clients.
- The role will work under the instruction of our experienced Senior Managers to provide additional capacity to the team whilst being trained in project management techniques and the way we do things at gbp Develop
- Projects will predominantly be in the health sector, though the role will also support programmes we are delivering in retail and other sectors should opportunities arise.
- Initially the role will support our embedded team working on projects at Crawley Hospital, and will be based on site for two days per week for at least the first six months.
- Our intention is to support the individual to gain experience and seek promotion within gbp Develop to lead on the delivery of projects themselves in due course.

## What you will be required to do (key responsibilities):

- Attend project meetings
  - Taking meeting minutes
  - Creating and managing action logs
  - Presenting/explaining project documents (see below)
- Attend site visits
  - Taking notes
  - Creating and managing action logs
- Create and maintain project management documents for review by the Senior Manager, such as:
  - Project Plan
  - Project Directory
  - Risk register
  - Programme
  - Tender documents
- Support Senior Managers in
  - Procuring and appointing supply chain members
  - tracking financial documents such as project budgets, cash flow forecasts
  - Managing payment of invoices to suppliers
  - Liaising with the gbp Develop finance team
- Make use of Artificial Intelligence (in compliance with company policy) to drive efficiencies in the project management processes
- Work in compliance with the gbpartnerships group ISO certified management systems
- Attend internal meetings to report on project progress and share lessons learned
- Assisting with gbp Develop bids and business development activity as required by the

## Development Director

- **Live our values and ethos:** We are proud of who we are, the way we behave and what we are aspiring to be. The compass below captures the essence of our business ethos – setting standards, delivering results for clients, developing self and others – and the core management behaviours and values we strive to demonstrate. Your responsibility is to understand the importance of this ethos and these values to our business culture and embrace them in your day-to-day interaction with customers, suppliers and fellow staff.



### What you will need to bring to this role:

#### Qualifications/ Knowledge/ Experience

##### Essential:

- Relevant project management / building surveying degree or technical qualification
- Excellent written and verbal communications skills and high level of accuracy
- Financial management skills and ability to monitor budgets
- Good IT skills (Email, Microsoft Word, PowerPoint, Excel, Teams etc)
- Ability to monitor and achieve target goals.
- Full driving licence

##### Desirable:

- Experience of working in a project management or building surveying role / environment.

#### Skills / Attributes

##### People:

- Ability to work on own initiative and prioritise workload to meet deadlines
- Self-confidence and a self-starter
- Assertive
- Ability to remain calm under pressure, showing tact and flexibility at all times.

##### Communication & Engagement:

- Good people and communication skills
- Ability to develop effective working relationships
- Skill and experience in creating and presenting proposals

##### Effective Project Management:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Member of a relevant professional organisation</li> <li>• Experience of working on estates development and/or capital works projects in the NHS / primary care sector</li> <li>• Awareness of NHS strategy and policy</li> <li>• Knowledge of the of primary care and/or GP market</li> <li>• Knowledge of PFI/PPP and LIFT legal and contractual frameworks</li> <li>• Understanding of public sector estates issues and requirements.</li> </ul> | <ul style="list-style-type: none"> <li>• PRINCE2 trained (desirable)</li> <li>• Familiarity with project management software (such as Microsoft Project)</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Key Internal and External Clients/ Stakeholders:

The role will be required to interface with:

- Senior Project / Development Managers
- Project Managers
- Development Director
- Finance team
- Wider gbpartnerships group colleagues
- Client team members
- Project professional team members
- Statutory bodies (e.g. Planning Officers)

#### Other Considerations: (i.e., required to travel)

The Assistant Project Manager will be required to:

Travel to wherever the projects take place and a flexible attitude is essential in respect of:

- Travel to wherever contracts and meetings are taking place;
- Ability to work overtime where necessary; and
- Duties to be undertaken on a project

| Document Details    |               |
|---------------------|---------------|
| Version:            | 5.0           |
| Document Ref:       | F21           |
| Policy Prepared by: | Quality Team  |
| Approved by         | Abdul Hamid   |
| Date of Approval    | February 2026 |
| Operational from:   | February 2026 |
| Review Date:        | February 2027 |