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| Job Title: | Assistant Project Manager |
| Reports to: | Senior Project Manager |
| Line Manager to: (give job titles and numbers only) | N/A |
| Hours & Location: | 37.5 hours per week, London & Sussex |

Job Description:

gbpartnerships are one of the UK's leading specialist primary care estate management partners. We deliver asset management services to a portfolio of 14 LIFT Companies ('LIFTCos') (Public Private Partnerships) across the UK, managing over 70 primary and community care buildings nationally, worth over £850m, working with GPs, Integrated Care Systems (ICS), NHS partners and the wider public sector.

These services are delivered under Management Services Agreements (MSAs) which include finance, company secretarial, estates management and business development services.

gbp manage five LIFTCos in London and the South East:

- Camden & Islington Estates Partnership
- North London Estate Partnerships
- Barking, Dagenham & Havering Community Ventures
- Prydium (in SE Essex)
- West Sussex Estates Partnership

Part of our role includes delivering variations to the existing LIFT estate that we manage and working alongside NHS Property Services (NHSPS), ICSs and GPs to manage the delivery of new build and refurbishment schemes, in particular focused on the existing NHSPS Community Hospitals in Crawley and Horsham.

We are looking for a Sussex or London based Assistant Project Manager to join our team to assist in the delivery of the above and/or assist/work alongside our Consultancy team who are embedded with the North Central London ICS providing estate services.

Knowledge, Skills, Experience and Qualifications Required:

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 work on own initiative and prioritise workload to meet deadlines.
- Self-confidence and a self-starter.
- Assertive.
- Sense of humour.
- Good people and communication skills.
- Ability to develop effective working relationships.
- Ability to remain calm under pressure and show tact, diplomacy and flexibility at all times.
- Ability to monitor and achieve target goals.
- Driving Licence.

Desirable

- Experience of working in a Project Management or Building Surveying role / environment.
- Member of a relevant professional organisation.
- Experience of working on estates development and/or capital works projects in the NHS / primary care sector
- Awareness of NHS strategy and policy.
- Good grasp of the policy context for health service modernisation.
- Knowledge of the operation of primary care.
- Knowledge of GP market.
- Knowledge of PFI/PPP and LIFT legal and contractual frameworks.
- Understanding of public sector estates issues and requirements.
- Local knowledge.
- Prince 2 trained.
- Familiarity with project management software.
- Skill and experience in creating and presenting proposals.

Key Internal and External Clients:

LIFTCo Boards
Community Health Partnerships (CHP)
NHS Property Services (NHSPS)
Local Integrated Care Systems (ICS)

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

There is a requirement 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*

Key Responsibilities:

Assist with:

- Selection, appointment and management of design, technical and legal consultants and construction contractors (as required)
- Delivery of feasibility studies / options appraisals and develop scopes of work, with the support

and input of design and technical consultants where necessary

- The project management / delivery of Capital works (new builds / refurbishments / reconfigurations)
- The project management / delivery of Variations to the existing LIFTCo estate (working alongside CHP [as Head Tenant], the gbp Estates Manager, incumbent Facilities Management Provider, LIFTCo Board, Legal Adviser and Funders)
- Monitoring the progress of construction works on site, working alongside any appointed Contract Administrator / Employer's Agent