



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  | Apprentice Project Manager |
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| **Service Area:** |  | Capital Delivery |
|  |  |  |
| **Directorate:** |  | Services to Place |
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| **Salary Grade:** |  |  £17,189.98 |

**About the Job**

**Main Purpose of the Job**

Are you keen to develop a career in Project Management? Would you like to explore the opportunities available working at a local Council? Are you excited by the opportunity to influence the success of a range of projects tasked with delivering outcomes at a particularly challenging time? If so, Stockport Council’s Highways & Transportation Project Management Apprenticeships offer no better place to start!

We are looking for an Apprentice Associate Project Manager for an approximate period of 15-20 months, who will be an integral member of the team to support the Highways and Transportation section. You will provide a high quality, customer focused, flexible and timely support, thereby contributing to the achievement of objectives of a high-quality service.

By combining practical on the job training with theoretical learning and development, you will receive hands-on experience and have an opportunity to get involved with exciting and potentially large-scale projects. The Apprentice Project Manager role will primarily work within the Programme & Project Management Team which is part of the Highways & Transportation Service. The service undertakes all aspects of civil engineering projects from inspection, investigation, feasibility studies, detailed design, contract management, project management, programme management, construction and maintenance.

You will assist with the development and delivery of highways and transportation schemes; developing and updating schedules, health & safety data & reports, communications & stakeholder engagement, monitoring and evaluation, risk schedules & management, organise, attend & minute meetings and procurement activity. You will be working with; Programme & Project Managers, Team Leaders, Designers, Contractors, Councillors and other Key Stakeholders to help deliver projects in a commercial and customer focussed way which achieves programmes, meets performance targets and meets the Council’s Corporate Objectives.

You will join a supportive culture where you will receive coaching from experienced managers and structured training and development. Working across our Highways & Transportation service, you will run mini-projects, learn about Stockport Council’s procedures, assist in reviews, create documents including plans and reports, contribute to the reporting processes and may help to maintain financial records. You will complete a Level 4 Associate Project Manager apprenticeship, gain a professional qualification (https://www.apm.org.uk/qualifications-and-training/project-management-qualification/) and as part of this you can become a student member of the Association for Project Management (APM).

**Key Responsibilities**

* Act as Project Manager (overseen / supported by a Programme Manager), to initiate, manage, and continuously monitor, specific minor projects and/or specific aspects of larger projects to ensure satisfactory progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales for those projects.
* Assist in drafting Project Plans for approval and keep them up to date for each project.
* Undertake assigned duties and manage in accordance with the Project Management Procedures. Assist with updating project schedules and cost plans where required.
* Assist in identifying the necessary internal and external approvals consistent with current Stockport Council practices and procedures
* Contribute to the development of Communication plans to communicate progress of projects.
* Assist in control and manage changes to the scope of a project, including assumptions, dependencies and constraints.
* Contribute to the preparation of a business case including achieving required results.
* Assist in identifying and monitoring risks and opportunities, develop mitigation plans and contribute to a risk management plan.
* Help to develop resource management plans for project activities, acquire and manage resources
* As Project Manager (overseen / supported by Project Sponsor) obtain accurate cost estimates so as to enable schemes to be progressed through various technical design and implementation stages
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Effective and appropriate communication working effectively with and influencing others.
* Good inter-personal skills and the ability to contribute to and learn from the wider multi-disciplinary team.
* Good time management skills, with the ability to prioritise work and manage your time effectively.
* Ability to interpret rules and guidelines and know when something needs to be referred to supervisor.
* Good level of literacy and numeracy skills to undertake analytical and problem solving, and interpret data – both text and numerical
* Ability to work flexibly in order to meet the needs of our service.
* Willing to undertake Project Management Apprenticeship qualification.
* Commitment to apprenticeship.
* Have a minimum of 5GCSEs grade C (4) or above in Maths & English and 2 A levels equivalent to 120 UCAS Points. (We welcome applications from individuals who are awaiting results but anticipate they will be able comply with the requirement of achieving the equivalent of 120 UCAS points)

To work to the Council’s values and behaviours by:

* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.