

Aspire Job Description

Job Title:	PROJECT OFFICER	POSITION ID: PO755
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	TidnBul	
Reports to:	Programme Manager	
Key Purpose of the Role:	Reporting to the Programme Manager, the key purpose of this role is to deliver Garrison works projects in accordance with ADSL's Project Management Procedures.	
Key Responsibilities:	<ul style="list-style-type: none"> • To undertake and manage work in a safe manner in accordance with legislation and the company "Safety First" value. • Ensure the adoption of ADSL's HSE policies and procedures throughout the area of responsibility. • Ensure the adoption of safe working practices at all times during the maintenance and repair of the estate. • Undertake sub-contractor management in line with the company processes and procedures including QHSE contractual obligations for contractors and sub-contractors • Undertake any Mandatory training as required • Manage / work within the company safe systems of work for all work related activities. • Actively promote the "Safety First Always" policy and report all bad practices or incidents spotted to the Help Desk. • Ensure Projects are procured and executed in a timely and cost effective manner. • Compliance with ADSL management system including all procedures and processes with regards to Lifecycle, Change and Backlog, Project Management, Procurement and Finance. • Ensure Projects are executed with minimum disruption to Services and the Customer; including paid overtime where required. • Liaise with the Programme Manager to ensure adequate resources are in place to deliver the project programme. • Ensure that all Projects are delivered in line with the CDM Regulations and ADSL's Safe System of Work, Asbestos Management and QHSE requirements. • Manage Building Regulations/Control and Planning Applications. • Manage and control subcontractors. • Provide concise reports to the Programme Manager on all programme and project delivery issues. 	

Qualifications

Essential:

- An industry recognised qualification in engineering, building or

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facilities management

Desirable:

- A recognised Project Management qualification
- Microsoft Project: Introductory Level
- NEBOSH General

Experience & Knowledge:

Essential:

- Proven experience of working within a Project Management environment delivering minor works.
- Evidence of knowledge and understanding of building regulations.
- Technically competent with the ability to pay attention to detail and demonstrate an organised approach to work.
- Excellent organisation and communication skills, both written and spoken.
- Attributes which foster and build good working relationships with stakeholders both internally and externally.
- A practical, flexible and proactive approach with the ability to self-motivate and show initiative.
- A team player with the strength to work calmly under pressure and to tight deadlines.
- Good IT skills with a comprehensive knowledge of Microsoft Office applications.

Desirable:

- Experience of working in a MoD and/or military environment.
- Experience of PFI would be an advantage.

Skills:

- Technically competent with the ability to think analytically in a logical and systematic manner which shows a structured approach to organising work.
- An effective communicator building positive relationships with a variety of stakeholders both internally and externally.
- Good written communication and presentation skills.
- Ability to demonstrate a proactive, flexible approach performing well under pressure and to tight deadlines.
- Capable of working independently as well as collaboratively as part of a wider team.
- Good IT skills with a knowledge of Microsoft Office applications.

Date:

15 November 2016