

## Job Description

<b>Business Area:</b>	Project Management
<b>Job Title:</b>	Assistant Project Manager
<b>Form of Contract:</b>	Contract of Indefinite Duration
<b>Reports to:</b>	Director or Associate Director – PM
<b>Ref. No:</b>	TBC

## Why Lafferty:

Our greatest strength is our people.

We want to work with people who share the same drive, passion, professionalism, and commitment to excellence that we do. To keep us heading in the right direction, we need to hire curious, creative people with brilliant, fresh ideas. We want them to understand and embody our values, make Lafferty a place that works for everyone and help others be the best version of themselves. We want to work with people who want to make a positive impact, people who want to make a difference.

At Lafferty our ambition is always to deliver the best possible outcome creating real, meaningful value for our clients and their customers.

We are proud to have a diverse team where everyone is respected and able to contribute. For us, diversity is not only about age, ethnicity, gender, or nationality. It's also about embracing different backgrounds, experiences, and personalities. Our inclusive culture sparks creativity, continually pushing us to achieve more.

At Lafferty, we offer a fantastic opportunity for career progression and access to a learning culture, where training and knowledge sharing is actively encouraged and supported.

If this sounds interesting to you, we would love to meet you. Please email [skennedy@lafferty.ie](mailto:skennedy@lafferty.ie)

## Position Summary:

As Assistant Project Manager at Lafferty, you will work with highly experienced, culturally diverse, and talented teams nurturing a strong social dynamic and a shared sense of achievement and you support the delivery of exceptional project mgt services to clients. You will gain vast industry experience that will open doors for you, extend your skillset and expand your perspective. We will empower, support, and enable you to take real responsibility in your role so that you can take charge of your career progression.

**Salary Range: €**

**Principal Duties and Responsibilities:****Pre-Contract**

- Understand scope of work, priorities & KPIs
- Gain a clear understanding of project brief & support the comms, verification, and control of scope
- Assist in the development of the PEP. Fully understand role in execution of project. Raise queries if needed.
- Assist in preparing the RFP and appointments.
- Understand the key design, value engineering, processes etc. and support on such activities.
- Understand H&S obligations in design and construction and our role in same.
- Provide programme development and mgt support.
- Assist in the preparation of a procurement strategy report where required and assist in managing the process to ensure best value for the project.

**Post Contract**

- Support in actively managing the project in construction through tracking planned v actual progress.
- Proactive management and reporting across design, cost, time, safety, and quality aspects.
- Develop and manage relationships.
- Ensure project has been closed out according to best practice, client satisfaction and scope of work

**The People**

- Liaise with team members and ensure clarity of roles. Escalate any concerns. Ensure Lafferty values of professionalism, teamwork, commitment, and growth are maintained.
- Interact professionally with client staff, proactively identify, and raise issues, ensure updates provided in line with project requirements.
- Proactively identify and escalate any issues with the appropriate Lafferty person.
- As appropriate, liaise with relevant 3<sup>rd</sup> parties, ensuring all interactions in line with project requirements. Proactively identify and escalate any concerns.

**The Process and Technology**

- Maintain timesheets (weekly) and manage actual time in line with planned resourcing where possible. Keep line manager updated.
- Support the tracking of financial progress and provide information where needed.
- Contribute to internal working groups and bring forward ideas for improvement and innovation.

**The Business**

- Contribute to internal strategy/working groups as required.
- Further develop and maintain existing client/third party relationships. Leads to repeat business and recommendations.

**Experience and Qualifications**

1. Have a project management professional certification or are seeking one.
2. Have a degree or comparable experience in a project management or construction discipline.
3. Have experience project managing on a variety of projects.

**Core Competencies**

- Act Professionally: maintaining consistently high standards in everything we do
- Embrace Teamwork: understand and encourage the value of collaboration
- Be Committed: do the best job you can
- Value Growth: seize opportunities to build resilience.

**Role Specific Competencies**

To be able to demonstrate a high standard in each of these competencies:

- Self-Awareness, Learning and Development
- Accountability and Taking Initiative
- Organised and Structured Approach
- Collaboration For Success
- Communicating with Clarity and Confidence
- Commitment to Excellence
- Building Relationships and Trust

**Skills**

- Presentation Skills
- Time Management
- Goal Setting and Prioritising
- Project Profitability
- Technical and Operational Advances
- Compliance & Risk Management
- Industry Knowledge
- Negotiation

**Further Information for Candidates:****Equality, Diversity, and Inclusion (EDI) at Lafferty**

Lafferty is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Lafferty adheres to its equality, diversity, and inclusion policy. A copy of this policy is available for review should any potential candidate wish to review it.

**Supplementary information:**

**The Company:** [www.lafferty.ie](http://www.lafferty.ie)