



JOB DESCRIPTION

<u>Job Title</u>	Project Assistant
<u>Department</u>	Project Team
<u>Reports To</u>	Senior Project Manager
<u>Location</u>	[enter location]
<u>Job Purpose</u>	To support the project management team and contribute to the effective delivery of the project portfolio.

Accountabilities

- To undertake specific tasks on identified projects, under the supervision of a [Project Manager](#), including:
 - Completing relevant project documentation, e.g. [Change Controls](#) and other reports
 - Formulating and updating project schedules using [Microsoft Project](#).
 - Participating in project definition workshops
 - Managing [risks](#) and [issues](#)
 - Managing specified budget lines
 - Creating and updating Excel spreadsheets as requested.
- Estimate project costs as required as part of the annual planning process using existing cost models
- Inputting [Project Plans](#) into the Planning IT system ensuring accurate cost and resource estimating
- Logging and tracking all [Project Plans](#) and project documentation
- Coordinating the consultation process with all stakeholders ensuring an accurate and secure audit trail of documents and key decisions
- Assist in the preparation and distribution of materials and stationery required for events
- Arrange Contracts, raise Purchase Orders and expenditure authorisation forms for approval and chase invoices to ensure accurate payment
- Respond to telephone enquiries and convey accurate information promptly and appropriately
- To work as part of a team
- To undertake other duties as requested appropriate to the grade of this post.

PERSON SPECIFICATION



Skills/Knowledge **Essential**

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Some knowledge of project management approaches; e.g. PRINCE2
- Good IT skills including Word, Excel, PowerPoint and [Microsoft Project](#).
- A flexible approach and the ability to work effectively with others
- Attention to detail with an ability to work autonomously and with appropriate reference to more senior colleagues.

Experience **Essential**

- Experience of working in a pressured environment and effectively managing competing demands in short timescales
- Experience of working as part of a team delivering complex tasks

Desirable

- Experience of working within the public sector
- Understanding of web technologies and event management.

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[Microsoft Project Plans](#) – real world [project plans](#) in [Microsoft Project](#).

[Project Management Templates](#) – FREE project management templates in Word and Excel

[Stakeholder Management Templates](#)

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[Risk Register in Excel](#) – download immediately

[Work Breakdown Structure Excel template](#)

[Work Breakdown Structure \(WBS\)](#) FREE examples to download immediately.