

AGENCY – TL03 Project Manager

Reference: 11161

Location: Property Services Belfast, 32-36 GREAT VICTORIA STREET, BELFAST

Contract Type: Agency

Salary: SCP19 - £13.19per hour

Job Specification:

The role will be full time Monday – Friday 9am-5pm

Manage Consultants in the execution of their commissions including briefing, directing, evaluation of proposals and delivery in line with the Scheme Delivery Process and Quality System.

Maintain all records and files associated with project development in the required format.

Attend all Area, Central and external meetings related to project management activities.

Provide all advice as necessary to Area Management.

Participate in performance reporting process including evaluation of Consultants performance.

Analyse physical and financial performance reports to identify matters likely to affect delivery of projects to required standards.

Provide necessary governance and assurance for the organization in the delivery of your duties.

Identify risks in relation to your duties and mitigate as necessary.

Contribute to the identification and development of best practice and its application.

Person Specification:

A member of a recognised Professional Body, or

A graduate in a Technical Discipline with 1 years relevant post qualification experience, or

BTEC Higher Certificate/Diploma in a relevant subject, with more than 2 years relevant post qualification experience, or

Exceptionally a minimum of 3 years suitable experience

For further information please contact Kennedy Recruitment on 028 9033 0555

For this role, Kennedy Recruitment is acting in the capacity of an employment business.

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Please note only those candidate shortlisted may be contacted.

To apply please use Kennedy Recruitments contact details below:

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