

Job Description Form

Job Title	Trainee Project Manager (construction management/chartered surveyor)
Department	Project Management
Reporting to	Senior Project Manager
Location	Iconic HQ, Wokingham. Occasional UK travel will be necessary as required by the project/client
Hours of work	9-5.30, Mon-Fri
Salary Range	£18,000

Summary of Position

This 5 year apprenticeship will involve learning all aspects of construction project management, under the guidance of the senior project manager. The role is primarily office based at our head office in Wokingham, but will require occasional travel around the UK to visit project sites, clients and suppliers.

The trainee will complete BSc Construction Management with project management pathway and MRICS through the University College of Estate Management (UCEM). All educational content will be delivered online with guidance from the Chief Executive Officer. 80% of time will be spent on on-the-job learning and 20% spent on academic learning and personal development.

The first 4 years of the apprenticeship will result in BSc Construction Management with the final year working towards MRICS, at which point the apprentice will have attained Chartered Surveyor status. The apprentice will be competent to begin working as an assistant project manager on more complex projects.

At the end of the apprenticeship, the candidate may be offered the opportunity to continue onto our graduate training scheme. This 24 month programme is designed to develop project management and leadership skills, and will ready the candidate for the role of project manager.

Primary Responsibilities

Communicating with clients, consultants, contractors and sub-contractors	Successfully completing university assignments
Completing project documentation	Completing additional learning and CPD (Continued Professional Development) as required by the University programme
Basic site surveys	Working across all phases of the project lifecycle
Assisting project managers across all projects	Taking full responsibility for minor projects and programmes

Personal Specification

	Essential	Desirable
Qualifications & Training	3 A levels or equivalent at grade C and above	STEM subjects
Experience	None	Team activities
Qualities & Attitude	Team player, adaptable, organized, confident, independent, ambitious, driven, eagerness to learn, desire to build a lasting career	Leadership
Product Knowledge	None	Any

Competencies	
Effective communication – all forms	
Time management	
Attention to detail	
Multi-tasking and setting priorities	
Microsoft Office	

Prepared by			
Full Name	Lizzie Hewitt		
Title and/or Department	CEO		
Signature		Date	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.