HOUSES OF PARLIAMENT
R&R DELIVERY AUTHORITY

Job Description

Post Title	Associate Project Manager (Apprentice)
Team	Lords Temporary Accommodation (LTA) Project
Reports to	Senior Project Manager

Purpose of the Role

The Associate Project Manager (Apprentice) will support the management and delivery of a complex, high-profile refurbishment project within the Restoration & Renewal (R&R) Programme. Joining during RIBA Stage 3 (Spatial Coordination), the postholder will work closely with project managers, consultants, contractors, and stakeholders to support the completion of the design stage, preparation and submission of planning applications, and progression towards future delivery phases.

The role provides an excellent opportunity to gain hands-on experience in the management of large-scale capital projects whilst undertaking a recognised Project Management Apprenticeship qualification. The apprentice will contribute across all aspects of project delivery, including governance, reporting, programme management, cost control, risk management, change control, stakeholder engagement, and site coordination.

Upon completion of this apprenticeship the postholder as well as an in-depth knowledge of the Restoration and Renewal Programme as part of the LTA team they will also achieve the Associate Project Manager Standard along with IPMA Level D qualification or APM Project Management Qualification.

Key Accountabilities and Responsibilities

Project Management

- Support the Project Management team in the day-to-day management of the LTA project.
- Assist in coordinating multidisciplinary design teams through completion of RIBA Stage 3 and subsequent project stages.
- Help monitor project progress against agreed scope, programme, cost, quality, and performance objectives.
- Prepare project documentation, presentations, reports, and briefing papers where required.
- Maintain project records and ensure documentation is appropriately managed and stored.

Design and Planning Support

- Assist in the coordination of consultants and technical specialists during design development.
- Support the preparation of information required for planning applications and statutory approvals.

RESTRICTED (Personal Data)

- Help track planning actions, stakeholder comments, and design review outcomes.
- Coordinate meetings and workshops associated with design development and planning activities.
- Support the management of design information and drawing reviews.

Governance and Reporting

- Support the production of monthly project reports and programme updates.
- Assist in gathering and analysing project performance information, including cost, risk, schedule, and key milestones.
- Help prepare presentations, papers, actions logs, and supporting materials for governance meetings.
- Facilitate monthly project boards, governance forums, and decision-making meetings, including agenda preparation and minute taking.
- Track actions arising from governance meetings and support timely completion.

Cost, Schedule and Risk Management

- Assist with maintaining project schedules and milestone trackers.
- Support project cost monitoring, forecasting, and budget reporting activities.
- Assist in maintaining project risk and issue registers.
- Help coordinate risk workshops and monitor the implementation of mitigation actions.
- Support the preparation and management of project controls information.

Change Management

- Support administration of the project's change control process.
- Assist in recording, tracking, and reporting proposed project changes.
- Help prepare documentation required to support change requests and governance approvals.
- Monitor approved changes and update project records accordingly.

Site Access and Survey Coordination

- Support the planning and coordination of access arrangements for surveys, inspections, and investigations.
- Liaise with internal stakeholders, consultants, contractors, and building users to facilitate safe access to project areas.
- Track survey requirements, outcomes, and follow-up actions.
- Assist in coordinating logistical arrangements associated with project activities and site visits.

RESTRICTED (Personal Data)

Stakeholder Engagement

- Build effective working relationships with project stakeholders, consultants, contractors, and colleagues.
- Support stakeholder meetings, workshops, and engagement activities.
- Assist in responding to stakeholder queries and requests for project information.
- Promote collaborative working practices across the project team.

Apprenticeship Development

- Successfully complete all requirements of the Project Management Apprenticeship programme.
- Apply learning from academic studies to workplace projects and activities.
- Maintain evidence and records required for apprenticeship assessments and reviews.
- Participate actively in personal and professional development opportunities.

We commit to providing our learners with the tools and experience to complete their apprenticeship to the best of their ability, this may include time spent shadowing and working with other departments in order to gather all the required evidence for their programme.

Qualifications, Skills and Experience

Essential

- Willingness to study for and complete the Level 4 Associate Project Manager Apprenticeship.
- An interest in project management, construction, architecture, engineering, refurbishment, or the built environment.
- Strong organisational and time management skills. Ability to manage multiple tasks and work to deadlines.
- Good interpersonal and communication skills and ability to establish and maintain effective working relationships at all levels.
- Ability to analyse information and present findings clearly.
- Good attention to detail.
- Ability to understand and work within your own authority and where necessary escalate issues.
- Ability to grasp the environment and dynamics in which the Programme and Parliament operates, including the resilience to deal with uncertainty and change.
- Proficiency in Microsoft Office applications, particularly Excel, Word, PowerPoint and Teams.
- Collaborative and proactive approach to working within a team.

RESTRICTED (Personal Data)

Desirable

- Awareness of project management principles and methodologies.
- Understanding of construction, refurbishment, or capital projects.
- Familiarity with RIBA Plan of Work stages.
- Awareness of project controls disciplines including risk, cost, planning, and reporting.
- Experience of working in an office or project environment.
- Experience of planning and overseeing successful projects ensuring delivery is to time, budget and agreed quality standards
- Experience of managing internal and external relationships

Eligibility

- Eligibility to undertake a Project Management Apprenticeship.
- Be at least 16-years old.
- Must have 5 GCSE's at grade C/4 and above including Maths and English Language.
- Have left full-time education when the apprenticeship starts.
- Not be in receipt of funding for other learning programmes (including another apprenticeship).
- Not have already obtained a Level 4 Associate Project Management Qualification or similar.

Key Behaviours

The successful candidate will demonstrate:

- A commitment to learning and continuous improvement.
- Professionalism and accountability.
- Strong teamwork and collaboration skills.
- Initiative and problem-solving ability.
- Effective communication and stakeholder management.
- Curiosity and a willingness to learn about complex project environments.
- Commitment to diversity, inclusion, and health and safety.

The Apprenticeship (Associate Project Manager L4)

RESTRICTED (Personal Data)

An apprenticeship is an exciting opportunity to 'earn whilst you learn' by combining theoretical learning with practical 'on-the-job' experience; allowing you to work towards a nationally recognised qualification, whilst building skills in your daily role and earning a salary. An apprenticeship also allows you to secure a qualification with no tuition / student fees as the programme is fully funded by the department.

You will spend 20% of your contracted working hours dedicated to your apprenticeship and will be surrounded by a supportive network. Your line manager will ensure your learning is supported and you are on track to successfully complete your apprenticeship.

This role provides exposure to the full lifecycle of a major refurbishment and construction project, including:

- Design management during RIBA Stages 3 and 4.
- Planning and statutory approvals processes.
- Project governance and decision making.
- Cost, schedule and risk management.
- Change control and project controls.
- Stakeholder and consultant management.
- Site survey and investigation coordination.
- Large-scale programme delivery within a complex public-sector environment.

An **Associate Project Manager** will gain practical project management experience while working towards a recognised professional qualification, providing a strong foundation for a future career in project management, construction management, programme delivery, or the built environment sector, and will be able to demonstrate the following skills within the context of the organisation.

- Project governance - Project monitoring and reporting cycle to track, assess and interpret performance by the application of monitoring techniques to analyse status and manage information.
- Stakeholder and communications management - Manage stakeholders, taking account of their levels of influence and particular interests. Manage conflicts and negotiations. Communicate to a variety of different audiences. Contribute to negotiations relating to project objectives.
- Budgeting and cost control - Develop and agree project budgets, monitor forecast and actual costs against them and control changes. Support funding submissions. Tracking systems for actual costs, accruals and committed costs; structures for alternative cost breakdowns.
- Business case - Contribute to the preparation or maintenance of a business case including achieving required outcomes, where applicable.
- Scope management - Determine, control and manage changes to the scope of a project, including assumptions, dependencies and constraints.

RESTRICTED (Personal Data)

- Consolidated planning - Consolidate and document the fundamental components of projects. Monitor progress against the consolidated plan and refine as appropriate, implementing the change control process where relevant.
- Schedule management - Prepare and maintain schedules for activities aligned to project delivery.
- Risk, and issue management - Identify and monitor project risk or opportunity, plan and implement responses to them, contribute to a risk management plan. Respond to and manage issues within a defined governance structure.
- Contract management and procurement - Facilitate a procurement process, contribute to the definition of contractual agreements and contribute to managing a contract.
- Quality management - Develop a quality management plan, manage project assurance, and contribute to peer reviews. Utilise an organisation's continual improvement process including lessons learned.
- Resource management - Develop resource management plans for project activities, acquire and manage resources including commitment acceptance, monitor progress against plans.

RESTRICTED (Personal Data)