

## Job Description

<b>Role Title</b>	<b>Assistant Project Manager</b>
<b>Job Family &amp; Category</b>	<b>Project/Programme Management, Assistant Project Manager</b>
<b>Team</b>	Green Heat Installer Engagement team
<b>Line Manager</b>	Programme Manager – Green Heat Installer Engagement Programme
<b>New/ Existing Role</b>	Existing
<b>Perm/ Fixed Term</b>	Permanent
<b>Job Purpose</b>	The purpose of this role is to provide project management and operational support for the delivery of the Green Heat Installer Engagement programme being delivered on behalf of the Scottish Government.
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Some day-to-day management of budget for projects and grant expenditure</li> <li>▪ No line management responsibility</li> <li>▪ Indirect management of others, e.g. Contractors</li> </ul>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Project manage the planning, delivery and finances of specific projects or key elements within projects as part of the team’s overall programme of work, including procurement and contractor management. This is to help ensure targets are met and costs are controlled.</li> <li>▪ Project manage the delivery of a series of webinars and events with programme partners and in accordance with the Scottish Government work plan. This includes: <ul style="list-style-type: none"> <li>○ Events (online and face to face when possible) to raise awareness amongst the supply chain of the opportunities available.</li> <li>○ Training events to help up-skill Scottish installers/suppliers.</li> <li>○ An innovation event to showcase new and emerging technologies and/or new initiatives.</li> </ul> </li> <li>▪ Carry out various research and analysis to assist with the ongoing development of the programme.</li> <li>▪ Manage the data of the businesses engaging with the programme using a Customer Relationship Manager database.</li> <li>▪ Work closely with colleagues in the marketing team to help promote market opportunities to Scottish installers/suppliers through email/ social media updates and ensuring the website is kept up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Support the programme manager with the delivery of the work plan to ensure Scottish Government priorities are met and supporting with stakeholder engagement and reporting.</li> <li>▪ Contribute with ideas and make proposals to the programme manager to further improve existing areas of work or develop new areas of work.</li> <li>▪ Other tasks as required to deliver the objectives of the Green Heat Installer Engagement programme including giving presentations and training, and general administrative tasks.</li> </ul>
<p><b>Knowledge, skills, and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Relevant work experience relating to the role/Project management experience.</li> <li>▪ Experience of engaging with stakeholders and businesses.</li> <li>▪ Experience of organising events and workshops.</li> <li>▪ Excellent organisational and planning skills including ability to work to deadlines, prioritise work and to work flexibly across projects within a demanding environment.</li> <li>▪ Good verbal communication skills and ability to work with a range of stakeholders including customers, colleagues, contractors, and partner organisations.</li> <li>▪ Good presentation skills including writing case studies or similar materials and reports</li> <li>▪ An ability to influence, negotiate and motivate colleagues and external partners.</li> <li>▪ Self-starter and able to work on own initiative and know when to refer issues up to a more senior level.</li> <li>▪ Good analytical and IT skills.</li> <li>▪ Ability to work as part of a team and on own initiative.</li> <li>▪ Focused on quality and customer satisfaction.</li> <li>▪ Results orientated.</li> <li>▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Project management or equivalent qualification/degree.</li> <li>• Experience of remote working and using online platforms for meetings and presentations.</li> <li>• Experience of using databases and Excel.</li> <li>• Experience of working with energy efficiency/renewables contractors.</li> </ul>