

Job Description

Title	Junior Project Manager
Reporting to	General Manager HVM & Perimeter Security
Salary	£ dependant on experience
Role	Full Time, Permanent 37.5 hrs per week – You may occasionally be required to work additional hours or weekends to support operational requirements.
Location	Hill & Smith Infrastructure Limited, Nottingham
Benefits	Pension, SAYE, Cycle to Work scheme, Occupational Health, Private Health Care, Bonus eligibility, Life Assurance, Training, Employee Assistance Programme, Exclusive Offers (online portal offering vouchers and discounts) & 25-day Annual Leave plus Bank Holidays.

Job brief:

We are seeking a Junior Project Manager to support the coordination and delivery of projects within our contract with the National Barrier Asset.

This is an excellent opportunity for someone looking to build a long-term career in project management within an operational infrastructure and security environment. The role will involve supporting multiple live projects across the UK, supporting planning, stakeholder communication, and delivery to ensure projects are completed on time and within budget.

Working closely with experienced Project Managers and operational teams, the successful candidate will gain hands-on experience across nationally significant projects. The position offers a clear pathway for progression into a full Project Manager role.

The role will include a combination of office-based planning and occasional UK site visits to support operational delivery.

Purpose of the role:

The Junior Project Manager will play a key role in the planning and delivery of temporary and permanent infrastructure projects across the UK.

Responsibilities will include assisting with project coordination, stakeholder communication, documentation management, and programme tracking. The role will also provide exposure to key project management principles, including planning, commercial awareness, risk management, and client engagement.

This position is suited to someone who is organised, proactive, and keen to develop within a fast-paced operational environment. The successful candidate will be confident communicating with a wide range of stakeholders and capable of managing multiple priorities effectively.

Previous experience in operations, logistics, infrastructure, construction, or events would be advantageous, although full training and development will be provided.

Key Accountabilities & Responsibilities:

- Support the planning and delivery of multiple live projects across the UK.
- Coordinate project scheduling, logistics planning and resource activities under the guidance of senior Project Managers.
- Support Project Managers with programme tracking and project reporting.
- Coordinate operational activities between internal teams, suppliers and subcontractors.
- Maintain accurate project documentation, trackers, drawings and records.
- Manage day-to-day communication with customers and operational stakeholders where required.
- Assist with quotations, operational cost tracking and procurement activities.
- Coordinate deliveries, transport planning and mobilisation activities.
- Support health & safety, compliance and operational governance processes.
- Assist with identifying and resolving operational and project delivery issues.
- Attend client meetings, site visits and operational planning meetings.
- Support continuous improvement initiatives across operational and project delivery processes.
- Support commercial tracking including quotations, cost control and operational expenditure monitoring.

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V=CV

I = Interview

C = Certificate

T = Test

R =Reference

	Essential	Desirable	Category
Qualifications			
GCSE Maths & English	X		
A-Level / College qualification		X	
Project Management qualification		X	
Experience			
Working within an office, operations or project environment.	X		
Coordinating multiple tasks or activities simultaneously.	X		
Communicating with customers and operational teams.	X		
Experience within Events or operational delivery environments.		X	
Experience using Microsoft Office and project trackers.		X	
Knowledge			
Microsoft Outlook	X		
Microsoft Excel		X	
AutoCAD		X	
Skills			
Attention to detail		X	
Ability to prioritise workload		X	
Ability to work under pressure		X	
Additional Attributes			
Willingness to learn	X		
Positive attitude	X		
Flexibility to travel	X		

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.

Name:

Signature:

Date: