

# Job Description

|                         |                           |
|-------------------------|---------------------------|
| <b>Role Title</b>       | Assistant Project Manager |
| <b>Document Version</b> | Version 1.0               |
| <b>Company</b>          | TQ                        |
| <b>Department</b>       | Professional Services     |
| <b>Reports To</b>       | Project Manager           |
| <b>Date</b>             | 17/11/2025                |

## 1 Role Summary

- P1 The Assistant Project Manager will be a member of the Professional Services team at TQ, with responsibility for the execution of tasks as directed by Project Manager .
- P2 Due to a period of sustained growth, we are looking to recruit an Assistant Project Manager to join our Land Referencing Team within the Professional Services department.
- P3 The Assistant Project Manager will be a member of the Land Referencing team, with responsibility for the management and execution of project tasks by the Project Teams as directed by the Project Manager, and ensuring they are completed in accordance with project plans and customer expectations.
- P4 The Assistant Project Manager will have direct responsibility for ensuring all allocated project tasks are completed to time, quality and budget, and in compliance of TerraQuest 's standards and systems.
- P5 The position will be as a member of a dedicated team, delivering specialist land and property services projects to high profile clients undertaking major business process, infrastructure and regeneration development projects. Ideally, you will have experience of land referencing, compulsory purchase process, and/or the wider industry. You may have experience of Compulsory Purchase Orders, Development Consent Orders, Hybrid Bills or other property related experience.

## 2 Role Responsibilities

- P1 The responsibilities of this role include:
- To ensure that all project activities are performed to the highest levels of quality & compliance in line with defined standards, procedures and TerraQuest's Business Management System, and meet customer quality expectations.
  - Update project documentation on behalf of the Project Manager, to include Project database (with all associated logs and schedules), Project Plan and Production Logs.
  - To monitor and record technical quality of project deliverables and report issues to Project Manager.
  - To monitor project risks and report issues to Project Manager.
  - To monitor and record progress against plan and report to Project Manager.
  - To create and maintain Work Instructions, allocate tasks to members of the project team(s) and monitor their progress, performance and quality.
  - To allocate tasks with performance criteria to team members, to be used as Measurable Personal Objectives for performance management purposes.
  - To direct and motivate the project team ensuring all members are suitably trained to perform allocated tasks.
  - Line Manage junior team members, under the guidance of the Project Manager.
  - Interact with clients and stakeholders at the appropriate levels.
  - Day to day liaison with team members, managers, clients and interested parties.

- Actively participate in activities supporting the quality assurance process, liaising directly with the Technical Consultant and Project Manager.

### 3 Qualities and Skills Required

#### 3.1 Essential

P1 The essential qualities and skills required include:

- Bachelor's degree or equivalent relevant to the business.
- The ability to organise own workload and be able to work autonomously.
- The ability to work to deadlines and within a team environment.
- Ability to influence, develop, and empower project team members to achieve objectives with a team approach.
- Ability to manage a variety of project tasks.
- Ability to read plans and maps.
- Excellent verbal and written communication skills.
- Attention to accuracy and detail.
- A right first-time approach with focus on maintaining high productivity, efficiency and effectiveness.

#### 3.2 Desirable

P1 The desirable qualities and skills required include:

- Experience within the land referencing or planning industry, and of compulsory purchase more widely.
- Experience of handling mail outs.
- Experience of checking of reports and plans.
- At least 1 years' experience in a leadership or task management role.
- Experience of working in data production and quality control environment
- Exposure to/experience of Geographic Information Systems.
- Confident in dealing with difficult customers and achieving positive outcomes.
- Experience of land ownership or planning applications subject area;

### 4 Additional Information

P1 TerraQuest is an equal opportunity employer and is committed to creating a diverse and inclusive workplace where all employees are valued and respected.

P2 This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties within the group/department may be required in addition to changes in the emphasis of duties as required occasionally. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.