# **Job Description**

## **Role Information**

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| Job Title | Assistant Project Manager (AM3) |
| Directorate (and Team) | Consents Management Consultancy (CMC) |
| Location (supported by Hybrid Working) | London with travel as require to Suffolk |
| Full Time or Part Time  | Full Time |

**Company Overview**

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| Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.  We are Project Managers, Chartered Surveyors, Engagement specialists and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland. Established in 1992, we are a high-growth business with a client portfolio that includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero and growth agendas, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes.  We are problem-solvers that are outcome focused working collaboratively with our clients to provide strategic advice and services that identify and mitigate risks, deliver efficiencies, delivering buildable consents and then implementing those consents to positively change people’s lives and the world that we live in. |

## **Role Purpose**

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| Our Ardent purpose is - Delivering life improving change for communities and future generations. The role of Assistant Project Manager (APM) within CMC is required to support the Project Manager with deliverables relating to consent interface management between a variety of directorates and land disciplines within Ardent, to the satisfaction of the client and Project Director.The role could be expected in the future to work across other parts of the consent and project lifecycle promoting integration and managing interfaces between multiple disciplines on major infrastructure projects.* The main reason and purpose of the role is supporting the managing and interfacing with various delivery teams and functions within a national significant infrastructure project, under a DCO.
* This will include engaging and interfacing with various disciplines such as planning, legal, land, environmental, engineering and stakeholder management to secure consent, and maintain compliance post-consent award as required.
* Input into the consent project schedule and risk registers.
* Input in to and management of, key deliverables associated with the discharge of consents .
* In the future you could be expected to manage post award deliverables to ensure compliance, including discharge of requirements, commitments, conditions, and obligations.
* Communication with various stakeholders. Internal, external, residential, statutory, or governmental as required.
* Input and attendance with a view to leading team or project meetings and represent consenting workstreams in wider project meetings.
* Key to the role is being enthusiastic and actively engaged in the CMC business, helping to continually grow the businesses knowledge and capability.
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## **Values Alignment & Shared Commitment**

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| The **Assistant Project Manager** is an ambassador of the Ardent values, promoting a culture of integrity, collaboration and excellence, inspiring a commitment to inclusivity, change and innovation. **Ardent Values*** Thirst for knowledge - We embrace every opportunity to learn, grow and continuously improve
* Own it - We do what we say we will do. We own our individual actions, are accountable for them, and take pride in adding value
* Be the difference - Focus energy to make things happen. Go beyond process. Stand up, Stand out
* Enjoy the journey - Have fun, be engaged and be proud to be Ardent
* Adapt - We drive change and innovation to deliver growth and new opportunities in an ever-changing world
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**Key Accountabilities, Responsibilities & Outcomes**

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| **Accountabilities and / or Responsibilities**  | **Outcome** |
| Supporting the consents team with the identification and discharge of consents | Continue to maintain and exceed current client expectations |
| Input into the consent project schedule and risk registers.  | Continued and increased management of the consents process and maintaining visibility of consents to the upcoming works. |
| Input in to and management of key deliverables associated with the discharge of consents . | Consents discharged in a timely manor resulting in no delays to works starting. |
| In the future you could be expected to manage post award deliverables to ensure compliance, including discharge of requirements, commitments, conditions, and obligations. | Continual compliance with consent conditions |

## **Key Competencies, Skills & Experience**

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| **Competency, Skills & Experience**  | **Outcome** |
| Some knowledge of nationally significant infrastructure projects that could include awareness of planning consents such as a Transport & Works Act Order (TWAO), Development Consent Orders (DCOs), Parliamentary or Hybrid Bills. | Enabling further team integration and agility to the changing project requirements. |
| A basic understanding of project costs and budgets and how they would be managed. | Helping manage our contracts with clients, and maintaining the required business metrics |
| Awareness of teams that work within a major consent such as legal, environmental, or Town & Country Planning consent matters, including statutory authorities.  | Able to work across several functions that are required for successful planning consent discharge. |
| Experience of coordinating and managing different tasks from different teams. | Integrating several functions and teams at the right time, maintaining high collaboration environment |
| Would ideally have knowledge or interest in what happens after a consent is granted i.e. the transition from pre-construction planning consent through to mobilisation, with the allocation and handover of consents and obligations. | Looking ahead strategically how the consent impacts works and requirements down the line and what is required beyond applying for consent. |
| Be able to work to a contracted scope. Know what it is and how to work within it.  | Delivering to programme and within budgets and time scale constraints, increasing both value to the client and business |
| Knowledge of planning and project management processes, compliance and governance. | Maintain high productivity and quality. |
| Proficiency in using project management tools and techniques, including MS Office applications such as Excel, MS Project, and ARM or equivalent software. | Delivering quality outputs and successful delivery of products using technology |
| Strong relationship building and negotiation skills. Ability to build effective relationships with clients. | Continual development of client strategic relationships, resulting in repeat work and positive client satisfaction  |
| Ability to communicate effectively with individuals at a variety of levels, including both internal and external stakeholders. | strong stakeholder engagement |
| Has an appetite to learn and develop.  | Developing knowledge continually helps build the business and team capability, with the application to other projects |
| Promote a culture of health & safety within teams and be an advocate for safety improvements. | Enabling continue zero incidents or near misses and maintaining positive mental wellbeing.  |

## **What** **we offer**

We are a purpose, and values led business with a strong focus on personal growth and opportunities to contribute to impactful infrastructure and regeneration projects across the UK and Ireland, living our purpose in delivering life improving change for communities and future generations.

We promote a supportive and collaborative culture, where our people are empowered through coaching, hybrid working, and a healthy work-life balance. Our commitment to professional development is clear, from supporting early-career professionals to enabling progression through professional qualifications and continuous learning, living our Thirst for Knowledge value. We provide purposeful work, which includes our contributions to the UK’s net zero agenda and community regeneration, and seek people who value the opportunity to solve complex challenges in a culture that thrives on innovation.

We’re a fast-growing business with a culture centered on learning, innovation, and opportunity. Through our company-wide coaching programme, we empower our people with faster, personalised career development, a deeper connection to our culture and values, and greater ownership of their progression.

We’re looking for curious, ambitious individuals who thrive in a dynamic, purpose-driven environment, where learning, openness, trust, and collaboration are at the heart of everything we do. We also know the importance of enjoying the journey, which is why we value social connection and having fun along the way.

We offer a comprehensive benefits package designed to support the health and wellbeing, engagement, and work-life balance of our team. From day one, our people have access to hybrid working, 25 days of annual leave (with options to buy or carry over), enhanced maternity and paternity pay, and a company pension scheme.

We provide Benenden Health Care, offering mental health support, 24/7 GP services, physiotherapy, optical and dental cover, and personal accident protection (depending on level). Additional benefits include the Cycle to Work scheme, electric car leasing, recognition awards, long service leave, and a discretionary annual bonus scheme, all designed to ensure our people feel valued and supported.

We’re proud to be an equal opportunities employer, and we’re passionate about creating a workplace where you’re empowered to bring your authentic self to work every day.

We are committed to building a diverse, inclusive team where everyone belongs. We welcome talent from all backgrounds and actively encourage applications from underrepresented groups.

If you’re ready to grow with a business that’s scaling rapidly and making a real impact, you’re in the right place!.