

## Vacancy Notice

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**Title:** Project Controls Assistant  
**Location:** Chorley  
**Reporting to:** Project Controls Manager

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### Main purpose of the position

- ✓ An Entry level position providing administration support and assistance to the Project Controls Manager.
- ✓ The Project Controls Assistant will play a valuable part within the Project Controls Team, assisting in updating and maintaining Project Controls reporting information using schedule, cost and resource information, including, for example, the production of Project Dashboards and resource forecasts, in line with company processes.
- ✓ The Project Controls Assistant will gain valuable knowledge and skills within Planning and Project Controls.

### Specific Areas of Responsibility

- ✓ Assisting the Project Controls Manager in production of new standardised performance reports based on cost and schedule for internal & external stakeholders, including information such as Earned Value, SPI, CPI and EAC on a weekly / monthly basis. Taking P6 programme information and inputting to Excel and Power BI.
- ✓ Input to existing reports such as resource forecast and project dashboards.
- ✓ Assisting the Project Controls Manager in day to day administration tasks.
- ✓ Assist in production of programme templates based on different areas of the business, which also works in line with Project Controls requirements.
- ✓ Support in the development of accurate, logic linked, resourced project programmes in Primavera P6, in line with project scope and NIS process.
- ✓ Assist in establishing Work Breakdown Structures and Cost Breakdown Structures in relation to project scope.
- ✓ Assist Project Controls Engineers with updating schedules in line with project progress, including, co-operation/ co-ordination with internal & external stakeholders to obtain accurate and realistic progress information and updating the project programme including forecasts, understanding key interfaces and the impact of changes in terms of schedule, cost and resource.
- ✓ Assist in keeping programmes well maintained and realistic, maintaining programme detail including coding and logic to a high standard, in line with requirements defined in Project Controls processes.



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- ✓ Provide prompt, precise information to the Project Manager and integrated delivery teams.
- ✓ Carry out general admin and housekeeping of project folders and Primavera P6.
- ✓ Actively participate in continuous improvement of the company, department, personnel and self.
- ✓ Ensure personal, professional, and technical competency through continuing professional development.
- ✓ Formulate and manage own personal training plan and development activity with the Project Controls Manager.
- ✓ Assist in production / update of Project Controls processes and procedures and associated roll outs.

### Additional Tasks

- ✓ To carry out, as instructed, any task as deemed reasonable by your line manager, in the interest of the Company.

### Standards

- ✓ Compliance with company procedures and policies.
- ✓ Work in accordance with company vision, mission and core values.
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.

### Reporting Relationships

Reports to: Project Controls Manager

## Person Specification

Qualifications	Essential	Desirable
GCSE's (5 A*-C or 5-9)	✓	
Formal training in Primavera		✓
Educated to Degree level		✓



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Experience & Knowledge	Essential	Desirable
ICT / Excel Applications including Excel, Power BI (Evidence Required)	✓	
Experience of using Microsoft Project		✓
Experience within a manufacturing / technical background		✓
Understanding of the importance of accurate data	✓	
Skills & Abilities	Essential	Desirable
Confidence to relay clear information to Project Managers and delivery teams	✓	
Develop and maintain effective relationships with both internal & external stakeholders	✓	
Excellent communication skills	✓	
Ability to stay fully focused and work efficiently and meticulously while under pressure in order to meet deadlines	✓	
Able to organise and prioritise own workload effectively	✓	
Other	Essential	Desirable
Attention to detail is an absolute must – there is a lot of data to process, needing to be accurate at all times	✓	
To work in accordance with NIS policies and procedures	✓	
An interest of learning and developing into a Project Controls role	✓	
To contribute to the development and implementation of the company's vision and organisational milestones	✓	
To take part in NIS team meetings, events and training as required	✓	
Right First Time, Every Time approach	✓	
Meet baseline security clearance criteria	✓	

### Security clearance

If not already cleared, candidates should be willing to undertake appropriate level of clearance.

**Closing date for applications is Friday 30<sup>th</sup> September 2022**

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If you wish to apply for this vacancy, please ensure you have read the full Job Description and Person Specification which is available from HR, and then submit an expression of interest via email to: [HR@nisltd.com](mailto:HR@nisltd.com).