




Role Profile

Job Title: Project Co-Ordinator	Role Profile Number: ENN44
Grade: M	Date Prepared: January 2021 Date Reviewed: July 2022
Directorate/Group: Corporate Projects Team	Reporting to: Senior Project Manager (PMO)
Structure Chart attached:	 CPT Organisational Chart - 070722 - V1.1

Job Purpose

Specifically working in the Project Management Office (PMO) to support the Senior Project Manager in PMO tasks and activities. Also working as part of the Corporate Project Management Team liaising with internal sponsors, supporting to ensure that projects are developed and delivered through established project management principles.

Key Accountabilities

- Prepare project documentation for multi-disciplinary, in-house and partner project teams, including the development of project/scoping briefs and business cases with project sponsors
- Carry out any project work or investigation as deemed appropriate by the Senior Project Manager
- Support the Senior Project Manager in all PMO tasks and activities; including reporting at all levels and outlining governance arrangements
- Arrange, support and minute project meetings
- Act as the point of contact for all stakeholders and external parties concerning progress of specific projects
- Where required, support the project manager in the delivery of projects
- Draft written and verbal reports to project board and, subject to approval, Cabinet Member or Committees as required
- Be responsible for carrying out post implementation reviews and audits in pursuit of continuous improvement
- Manage resources e.g. equipment or facilities. Organise meetings and events, take minutes during meetings and create action logs as appropriate
- Use relevant project management principles and tools to scope, plan, monitor and report. Plan

required resources to successfully deliver projects in a supportive role

- Be a champion for our Project Management Software (PPM Tool)
- Draft correspondence, write reports and be able to review others' work. Maintain records and files, handle confidential information in compliance with the organisation's procedures
- Identify and develop improvements to project management processes, supporting and advising other teams, managers and technical staff
- Deputise for other members of the project management team in their absence on day-to day matters arising and make decisions as appropriate

Knowledge & Experience (preferred but not essential)

- Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyze data
- Organised and enthusiastic with excellent attention to detail
- Strong administration skills and the ability to pick up tasks quickly and effectively
- Produces accurate records and documents including: emails, letters, files, payments, reports and proposals
- Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate
- Builds and maintains positive relationships within their own team and across the organisation. Demonstrates ability to influence and challenge appropriately. Becomes a role model to peers and team members, developing coaching skills as they gain area knowledge
- Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively. Answers questions from inside and outside of the organisation, representing the organisation or department
- Completes tasks to a high standard. Demonstrates the necessary level of expertise required to complete tasks and applies them self to continuously improve their work
- Able to review processes autonomously and make suggestions for improvements. Shares administrative best-practice across the organisation
- Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines

Qualifications

- Educated to diploma/HNC/HND level or equivalent compensatory experience
- Prince2 Foundation qualified (desirable)

Decision Making

- Regular reports and advice to members and senior managers

Creativity and Innovation

- Development of project management processes and procedures
- Scoping and planning of projects
- Must be creative and innovative whilst delivering solutions that aid project delivery

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Project Actions	Budget Holder Responsibility Asset Responsibility	No None
--	--	----------------

Contacts and Relationships

- Contractors and SBC operational staff
- Officers and Senior Managers
- Members of the public
- External consultants

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	