Job Description – Project Coordinator

About the role

To assist with the execution of a number of work packages within a large IT strategic programme from inception through to completion, ensuring the delivery of specified outputs within agreed time, quality and cost parameters to meet key milestone dates.

Key responsibilities

1. Responsible for coordinating work packages following organisational project methods from initial scoping to delivery and handover; producing project documentation in line with organisational project methods and frameworks.
2. Leading and support project meetings as appropriate, coordinating and maintaining project plans using IT project management tools; Participate in Steering groups, working groups and wider strategic initiatives as and when required.
3. Record information accurately and consistently using appropriate systems; analysing and specifying simple requirements.
4. Working with teams to estimate resources and time required to fulfil specifications.
5. Ensure that the requirements and acceptance criteria of products are identified and actively take part in assuring that products are delivered to agreed specifications.
6. Coordinate with teams and third-party suppliers to monitor the progress and quality of tasks and deliverables and to ensure delivery to specification, deadlines and budget.
7. Anticipate and contribute to the resolution of problems and departures from specification and schedule by monitoring progress.

Experience

- Minimum standard of education – at least 4 GCSE grade C or equivalent, including English and Maths
- Demonstrable experience of planning significant aspects of focused projects.
- Proven track record of successfully implementing focused projects to firm deadlines.
- Experience in successfully delivering projects, events and ad-hoc pieces of work.
- Competent using Microsoft Office products such as Outlook, Excel, Word and PowerPoint.

Skills & Qualities

- **Communication**: Communicates effectively with a variety of audiences; negotiates well and appropriately manages conflict.
- **Initiative and problem solving**: Uses initiative to identify and solve problems proactively; uses good judgment to refer issues upwards as necessary and identifies and manages risk.
- **Planning and Organising**: Plans, schedules, prioritises and allocates work effectively and delivers to multiple deadlines.
- **Budgets**: Experienced in working within budget parameters and understanding of estimating / budget setting.
- **Team work**: Is respectful and polite towards others, builds productive working relationships and works collaboratively across organisational boundaries towards common goals.
- **Working under pressure**: Remains effective and positive even when under pressure.
• **Ability to learn:** Understands and adapts to new ways of working; is willing and able to engage with, and digest, new information, specialisms and ways of working.

• **Continuous improvement:** Identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills. Creates momentum and excitement around initiatives and new approaches.