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| **Role title** | Project Coordinator |
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| **Department** | Groundworks |
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| **Unit or function** | England and Wales Hire |
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| **Role reports to** | Regional Groundworks Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** | |
| To coordinate and participate in the delivery of Groundworks projects, ensuring all necessary measures are taken such that works are carried out and completed in accordance with scope and programme. Coordinate stakeholders and communications to maintain accurate project records and control of costs accounts at all times and within agreed timescales.  In conjunction with other Groundworks personnel ensure administrative and commercial / project processes, procedures and reporting requirements are completed and complied with as required. | |
| **Accountabilities of the role** | |
| * In conjunction with Groundworks Managers, coordinate L1-L2 project installations and terminations to support the completion of projects safely and within agreed timescales / costs. * Liaise with other Hire / Groundworks / Subcontractor stakeholders who are engaged on a project or opportunity to ensure clear communication and consistency in approach. * In conjunction with appropriate commercial staff, when required provide supplementary support with pre-order commercial tasks and undertake actions where required / appropriate i.e. project launch / bid calls. * Coordinate regional reporting requirements, manage accuracy & consistency i.e. commercial area information * Support Groundworks Managers & Regional Groundworks Managers in reconciling regional P&L, querying discrepancies with finance team and/or other stakeholders to resolve. * Ensure that the necessary resources, including labour allocation, materials and all sub-contract requirements, are in place to enable efficient management of quality and H&S standards during project delivery phase. * Ensure compliance to all necessary Project Delivery processes and procedures including ISO 9001 and Customer Charter. * Coordinate all correspondence, documentation and information relating to project delivery in accordance with the Portakabin Project Delivery and Document Control standards. * Foster and develop sound customer relationships through effective communication to provide excellent levels of service. * Build relationships with Commercial and Projects teams in Portakabin to deliver projects safely, on time and on budget * Manage resources to ensure site inspections are carried out ensuring projects are priced correctly. | |

**2.1 Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Works productively in a high pressure environment | X |  |
| Monitors performance against deadlines and milestones | X |  |
| Makes rational judgements from the available information and analysis | X |  |
| Listens, consults others and communicates proactively | X |  |
| Works in a systematic, methodical and orderly way |  | X |
| Gains clear agreement and commitment from others through persuading, convincing and negotiating |  | X |
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| **Qualifications** | **Essential** | **Desirable** |
| GCSE or equivalent level of education, including Maths and English | X |  |
| Project Management qualification, preferably PFQ |  | X |
| CSCS Card |  | X |
| Degree in relevant field of work (or equivalent combined education and work related experience) |  | X |
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| **Previous Experience** | **Essential** | **Desirable** |
| Proven project coordination experience | X |  |
| Competent in the use of Microsoft Office, in particular Word, Excel and Project | X |  |
| Knowledge of relevant Health and Safety legislation and procedures | X |  |
| Strong all round technical knowledge - including where possible Building Regulations, HTM’s, HBN’s and CDM |  | X |
| Demonstrable knowledge and experience of financial control in delivering projects including negotiation of terms and final accounts |  | X |
| Ability to produce and maintain linked project programmes (MS Project) and measure/report on progress |  | X |
| Ability to coordinate multi-disciplinary teams on complex/high value building projects |  | X |
| Knowledge of building services (M&E systems etc) |  | X |
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| **Organisation Chart** | | |
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