

# PROJECT CO-ORDINATOR JOB DESCRIPTION

## Objectives / Scope

Co-ordination of key customer projects, and delivering all aspects of the project execution

- Scope, specification and effective variance control.
- Quality, risk management and mitigation
- Internal and external stakeholder engagement from enquiry to delivery
- Project administration against quality, financial and schedule criteria

## Main Responsibilities

- Interface between the company and the customer post contract award
- Assisting with the delivery of projects on time, within budget to meet all scope and quality constraints
  - Maintain project plans within the business, detailing all phases from kick off to delivery
  - Maintaining project risk register and supporting resolution of issues, escalating as required
  - Organising and attending regular review and briefing sessions with relevant stakeholders to ensure project objectives are met
  - Liaise with the financial team to manage and monitor all budgetary milestones of the project.
  - Liaising with client to define work scope, and preparation and management of variation orders
  - Ensure all documentation is in place, fit for purpose and up to date with close control
- Project reporting
  - Generate and report on projects against quality, cost and time criteria
  - Escalation of issues where appropriate when a project is not running within agreed parameters
  - Interface with the sales team on order delivery to provide customer feedback
  - Schedule and lead project reviews and meetings
- Ensure projects are aligned to the site capacity plan
  - Interface with planning team on lead times and production scheduling and monitor plan delivery through various stages
  - Coordinating all project team members so workflow remains on schedule
  - Engage with the senior management team to make any prioritisation calls when required.
- Maintain group management behaviours practices and equal opportunity policy
- Comply with environmental responsibilities as identified by the group and communicated by your line manager that are relevant to your department

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- Health and safety
  - Report all accidents, incidents, near misses or unsafe situations to immediate line manager or member of the senior management team
  - Work to the required procedures and processes to meet the company target of zero LTI's. This includes all on-site visitors, clients, staff, etc.
  - Not interfere or misuse anything provided to meet a statutory requirement
- Any other appropriate tasks that may be required to support the wider business

## Skills base

- Degree or relevant qualification e.g. prince 2 preferable
- Experience in a similar project role, preferably within defence or Oil and gas sector
- Excellent communication capabilities, both written and verbal
- Proven record of accomplishment to effectively plan and prioritise resources
- Excellent organization skills with an ability to develop creative solutions to problems
- Ability to work under pressure and on own initiative