



Job Description and Person Specification

Job details

Job title: Project Co-ordinator

Grade: 6

Reports to: Programme Manager

Directorate and Service area: Capital Projects team, Assets & Environment

Purpose of the job

To plan and manage a programme of projects and communication including the direct management of minor projects/schemes.

Principal responsibilities

1. Work with partners and stakeholders to develop projects, including representing the council at external meetings and events.
2. Initiate and directly manage minor projects/schemes for a value of less than £1m using the council's project management system.
3. Develop project specifications, procurement documentation and report these to the Programme Manager, senior officers and Executive for approval to progress as needed.
4. Create and manage project documentation, setting up appropriate implementation documents, project structures, reporting mechanisms and monitoring of budgets throughout the project. Providing regular reports to the Programme Manager and senior officers and Executive as necessary.

5. Procure and manage consultants and contractors appointed to develop and deliver projects. Support the Construction Project Managers on specific elements of a project.
6. Write and present reports to committee's and Boards (e.g. Strategic Capital Board) at the appropriate times on each project. Working with the communications officer to deliver communications strategies for projects, events and initiatives.
7. Work with colleagues to identify the different funding sources for projects and write applications for external funding.
8. Conduct and/or attend regular events, meetings and consultation events, interpret the results or outcome of these and report these to the Programme Manager.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and implement any changes or requirements needed in projects.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to A level standard (or equivalent), or equivalent experience.	PRINCE 2 practitioner (or equivalent) qualification.
Experience and Knowledge	<p>Knowledge of project management processes.</p> <p>Demonstrable understanding of development of projects.</p> <p>Demonstrable experience of managing projects and creating and managing project documentation</p> <p>Proven experience of identifying critical timelines, time constraints, project resources, and reporting mechanisms for projects.</p>	<p>Previous work experience in a public sector organisation.</p> <p>Evidence of marketing and promotional skills.</p>
Ability and Skills	<p>Spoken English fluency (refer to the guidance for Managers on the English Fluency duty).</p> <p>Demonstrable evidence of written and oral communication skills to ensure information is provided in an appropriate manner relevant to the target audience.</p> <p>Demonstrable evidence of the effective use of ICT packages, particularly Outlook and Word.</p> <p>Proven ability to work to under pressure and to tight deadlines and manage your own workload.</p> <p>Demonstrable ability to interpret and understand drawings/plans.</p> <p>Ability to establish influential relationships with key stakeholders, officers and politicians.</p>	

Attributes	Essential criteria	Desirable criteria
	Demonstrable evidence of a flexible approach towards achieving organisational goals.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Proven ability to communicate at all levels with a variety of stakeholders, including the negotiating and agreeing of objectives.	Current valid driving licence and access to own means of transport.