**Job Description**

**Job Title: Project Coordinator**

**Career Level: Level 5**

**Department or Business Sector: Programmes – Technology TT**

**Location**: **Coventry or Liverpool**

**Reporting to (manager’s job title): Programme Manager**

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| **Heading:** | **Description** |
| 1. **Job Purpose** | The Project Coordinator will deliver day-to-day project management tasks following the project management process and standard working practises within the Project Management Team and PMO.   * Maintain and deliver a high volume inbox of project related tasks; from initial contact with internal customers to closure of projects. * Review project proposals for their accuracy and content. * Monitoring the progress of projects and notifying the programme manager about project abnormalities or variances to enable critical decision making. * Monitor project KPIs (OTD/Late Days/Financial Performance) for programme manager * Prepare Technology Transformation (TT) theme metrics to ensure TT leadership have data and trends to enable decision-making and manage theme issues and risks * Share project information with stakeholders where appropriate * Collect and input data in to project trackers and databases * Attend and present at Project Review Meetings * Project cost analysis and ongoing cost monitoring. * Create project plans and ensure they are robust and kept up to date for accurate resource and cost forecasting. * Identifying projects with difficulties and helping implement re-planning where necessary. * Identifying risks within projects and offering mitigation actions to resolve them. Implementing them alongside the programme manager. * Managing low and medium value/complexity projects to successful completion. |
| 1. **Communication** | Under guidance the Project Co-ordinator is expected to be able to report accurately the status of the project. This communication maybe to external and/or internal customers.  Communication may cover the issues and points of escalations in the project, or to achieve an agreed way forward to meet the overall requirements of the project.  Communication will be a mixture of written (email), verbal (meetings) and presentations. All of which must be produced to a high standard appropriate to the relevant audience.  They will be required to exhibit strong communication skills, both verbal and written, to build long-term and collaborative relationships at all levels of the team, and with stakeholders across the business. |
| 1. **Innovation** | At all times the Project Coordinator is expected to review the work being done, so that lessons learnt can be fed back into improvements into the way we manage projects within the MTC.  They should also demonstrate creativity and innovation to ensure robust, best in class and customer focused outcomes. |
| 1. **Knowledge** | Member of APM or APM PMQ preferred. Basic understanding of what project management is as a discipline, the fundamentals of project management life-cycle, and what the role of a project professional is, essential.  Experience of analysing data and information, and can demonstrate the ability to make decisions/ recommendations based on the information and data available. |
| 1. **Person Specification** | * To work independently with little day-to-day supervision. * A logical thinker with attention to detail, and excellent problem solving ability. * Ability to work with both internal and external stakeholders to ensure requirements are delivered successfully. * Excellent verbal and written communication skills. * Organised, disciplined, methodical, hardworking and a team player. * Able to use the MS Word, MS Excel, MS Project and Office applications.   In addition, all aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Acting responsibly, putting MTC’s interests ahead of personal ambition. * Providing inspirational leadership to all who come in contact with you. * Delivering in the broadest sense a great working environment. * Leading with humility, honesty and integrity in all that you do. * Promoting teamwork, supporting through difficult times and collectively celebrating our successes. |