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|  **Project Coordinator** |
| **Reports to:** | Shared Service Centre Manager |
| **Based at:** | Duckworth House, Old Trafford |
| **Salary:** | Competitive plus benefits |
| **Purpose**  |
| The purpose of the role is to support the Procure Plus team in the delivery of construction projects by providing advice, guidance, and proactive project management. Within a diverse operations team you’ll work closely with delivery leads and make strong use of the in-house IT systems to produce excellent results and working relationships both internally and externally. |
| **Key Accountabilities & Example Activities**  |
| **Supporting Clients & Customers** * Understanding project requirements and supporting the setting up of new projects correctly, assisting with progress, resolving issues and undertaking pro-active management of projects through their life cycle
* Creating and maintaining good working relationships with clients, contractors and suppliers and providing support to systems users as directed by the operations team.
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| **Supporting the Operations Team*** Supporting the wider operations team in providing an excellent service to clients, contractors, and suppliers in the management of projects
* Updating on progress and issues through regular reporting and assisting other members of the operations team in the preparation of required reports
* Supporting and understanding the call-off process
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| **Mini-Competitions & Tenders** * Maintaining and managing Mini Comps / Tenders through tender management as the client requires
* Using Schemes Plus to run the Mini Comps / Tenders
* Reviewing and preparing the documents for the Mini Comps
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| **Systems*** Becoming an expert user on our in-house IT systems, particularly Schemes Plus and Tender Management
* Coordinating and arranging systems training sessions including initial training and workshop sessions
* Proactively supporting the management of projects through Schemes Plus to ensure framework and project timelines are met
* Coaching individuals and identifying opportunities for development
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| **Other Responsibilities**  |
| * Ensuring objectives are delivered on time and to the required quality
* Continually reviewing and looking for new ways of working, recommending and implementing these changes to improve quality of service
* Dealing with issues and ensuring resolution to prescribed deadlines
* Preparing papers, management information, reports and other material
* Providing support to colleagues and customers
* Working collaboratively across the business to facilitate communication and ensure consistency
* Building solid relationships with colleagues and key stakeholders
* Actively participating in team meetings and the internal social value programme
* Any other related duties as required by your line manager
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| **Attributes**  | **Skills** |
| * Commercial awareness
* Passionate about the "Plus"
* Focus on the customer
* Creative and innovative
* Honest and open
* Collaborative and conscientious
* Can-do / will-do attitude
* Judgment and foresight
 | * Communication – written and verbal
* IT skills
* Data analysis and interpretation
* Problem solving
* Ability to understand technical information
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| **Knowledge, Experience & Qualifications** |
| * Experience of setting up and management of projects within the construction industry is desirable, as is influencing and negotiating in potentially delicate situations.
* Knowledge and experience of EU Procurement process and frameworks is desirable.
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In order to make the initial shortlist you must demonstrate in the application you submit that you meet all the essential criteria and as many of the desirable criteria as possible. All of the criteria will also be assessed at assessment centre and interview stages.

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| **Shortlisting Criteria** |
| Attributes | Item | Relevant Criteria | Rank |
| 1.0 | Skills & Abilities | 1.1 | Supporting project leads | Essential |
| 1.2 | Utilising software | Essential |
| 1.3 | Exceptional customer service | Essential |
| 1.4 | Supporting external partners | Essential |
| 1.5 | Internal and external reporting | Essential |
| 1.6 | Understanding and developing requirements | Essential |
| 1.7 | Providing training | Essential |
| 2.0 | Personal Attributes | 2.1 | Building and maintaining relationships | Essential |
| 2.2 | Proactive working | Essential |
| 2.3 | Ability and desire to learn whilst working | Essential |
| 2.4 | Passionate about the Plus | Essential |
| 3.0 | Knowledge & Experience | 3.1 | Technical understanding or interest | Desirable |
| 3.2 | Construction/housing knowledge and experience | Desirable |
| 3.3 | Operational team experience | Desirable |