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| **Title** |  **Project Coordinator**  |
| **Band** | **Individual Contributor – Professional** |
| **Grade** | **P1** |
| Job Family |  PRUA |
| Reporting To |  Head of Planning |
| Location | Hastings  |
| Date Written/Revised | 2025 |
| **Benchmark Job (For HR Use)** |  |

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| **Position Objective** |
| A Junior Project Coordinator is a wide ranging role that interfaces with a number of key project stakeholders across the business, but primarily with Project Managers or Cost Account Managers (henceforth known as Project Managers). The principle purpose of the role is to:* Support assigned Project Manager(s) to promote good planning practice and ensure scope, schedule & budget adherence.
* Monitor, report & flag concerns, exceptions and issues through recognised escalation routes, along with proposed solutions.
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| **Generic Level Description** |
| General Accountabilities | Learns job/role requirements; begins to apply academic knowledge to job/role accountabilities |
| Supervision Required or Provided to Others | Works under close supervision, and requires significant direction on how assignments are to be executed |
| Complexity | Works on problems of limited scope. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained. |
| Knowledge and Technical Expertise | Learns to apply company policies and procedures to resolve routine issues. Able to apply basic knowledge/skills to own work. Develops skills in basic theories, practices and procedures in one skill area through formal training.  |
| Problem Solving | Uses existing, clearly defined procedures to solve routine problems; applies limited judgment and discretion |
| Planning & Organizing | Organizes own time to deliver against tasks set by others, with a short term horizon |
| Project Management Accountabilities | Carries out assignments within well-defined practices, procedures and approaches |
| Decision Making and Autonomy | Limited decision-making authority and autonomy; predominantly takes direction from others |
| Client/Business Orientation | Is introduced to the basic needs of the internal and external client and responds to standard requests. Understands relationship between work processes and the business but horizons limited to own team. Is aware of costs related to own work. |
| Communication, Negotiation and Influencing | Asks questions, checks for understanding, provides explanation clearly and precisely. |
| Leadership Requirements | Establishes co-operative relationships to work effectively with colleagues; supports others and participates as a team member, carrying out duties as directed |
| Key Contacts | Deals directly with immediate supervisor, co-workers and team members; engages in routine exchanges of information; interactions with external contacts, if applicable, would be monitored |
| Physical Effort  | Little chance of injury. Duties may involve sitting, standing, keyboarding with frequent flexible breaks. |
| Working Conditions | Standard Office Environment. May be required to travel and/or have overnight trips. Hours worked may exceed regular schedule. |

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| **Discipline Description** |
| Responsibilities Include | **RESPONSIBILITIES**This section identifies the key responsibilities of a Project Coordinator.**Schedule Management** * Produce resourced & time phased schedules with critical paths to help ensure that all tasks are complete and milestones are achieved on target and within budget.
* Maintain a project baseline schedule and track changes to the baseline as the project progresses.
* Ensure that schedules are produced to a detail in accordance with the project time frame, employing rolling wave planning where appropriate.
* Regularly collect task status and update the schedule, analyse any variation or forecasted variation to plan.

**Finance Management** * Review ETCs, EACs and other inputs with budget holders and submit updated forecasts to financial system.
* Track all expenditure on assigned projects.

**Resource Management** * Ensure resource demand and supply (headcount) data in plans accurately reflects requirements. Challenge demands with assigned Project Manager(s) and other key stakeholders where necessary.
* Provide resource profile output from schedules into the resource management system used by the business.

**Risk Management** * Create and maintain risk registers. Organise and facilitate regular risk reviews with risk owners and track mitigation actions. Include mitigation actions in plans and schedules as part of performance measurement baselines.
* Provide risk and related data in agreed formats for reporting purposes.
* Escalate, as necessary, extraordinary risk & issue impacts to project constraints that could adversely affect project success.

**Progress Reporting*** Organise and facilitate regular project progress reviews with team, track progress and ensure all are aware of forthcoming activities.
* Generate schedule, risk, cost, resource and related metrics in agreed formats for capture & reporting.

**Change Management*** Ensure that a performance measurement baseline is produced for each assigned project.
* Ensure that changes to the project's performance measurement baseline are controlled and formally approved by the project manager prior to implementing.

**Governance** * Good working knowledge of project lifecycles, phases and governance.

**Bid Support** * Support bids by providing schedules, resource demand and costing/estimates for the bid opportunity and the activities related to bid execution.
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| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | * Essential: Can create, maintain and report project schedules using Microsoft Project.
* Essential: Has a good working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
* Essential: Can create, maintain and report risks using a risk management tool.
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| **Education & Experience** |
| Required Education & Experience | A Junior Project Coordinator:* Would typically have a degree in a relevant subject such as Project Management or Business Management and be looking for an entry level position. Alternatively would have work experience in a controlled project environment or project management office.
* Has a basic understanding of the knowledge, skills, and abilities required to provide quality support to assigned projects.
* Is flexible with a service delivery mind-set, providing ad-hoc support and undertaking additional activities as required (within an agreed level of support budget) to provide a quality service to assigned projects.
* Is required to produce high quality work on time and is recognised as contributing to the success of assigned projects, demonstrating their expertise to project team members.
* Supports and contributes to improvement initiatives.
* When facing something new or unusual, may have to refer to procedures, manuals or other team members for guidance
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