

## JOB DESCRIPTION

### Project Co-ordinator

|                         |                              |
|-------------------------|------------------------------|
| Responsible to:         | Head of Projects and Process |
| Immediate Subordinates: | None                         |
| Salary:                 | £24,000 plus benefits        |

### Overview

Based in the North-West, TNP are looking for an enthusiastic and capable Project Co-ordinator to join our dynamic company.

A large proportion of TNP's customer-base is public sector, currently offering services to local authorities, health and education, including provision of managed Wide Area Networks, Local Area Networks, Wireless LAN and Security. Therefore, a candidate with experience of working in, or for, the public sector would be advantageous.

You should have a proven track record of assisting with project delivery.

### MAIN FUNCTION

To co-ordinate and assist Project Managers with the delivery of successful projects with a view to them being delivered on time, to budget and to the satisfaction of the customer.

It will be necessary to liaise with a virtual team incorporating representation from various internal TNP teams, external contractors, external customers and customer third party companies.

### SPECIAL CONDITIONS

A Disclosure and Barring Service (DBS) clearance is a condition of initial appointment and ongoing employment.

### CONTACTS

| Name/organisation            | Reason                                    | Approximate Frequency |
|------------------------------|---|-----------------------|
| Head of Projects and Process | Performance monitoring                    | Weekly                |
| Head of Projects and Process | Reviews                                   | Quarterly             |
| TNP Internal                 | Team work                                 | Daily                 |
| Customers                    | Project meetings and general liaison      | As Required           |
| Other suppliers              | Ensure the delivery of project components | As Required           |

## MAIN DUTIES

1. Ensure that projects are delivered on-time, within scope and within budget.
2. Ensure quality standards are met throughout the delivery of the project.
3. Co-ordinate internal resources and third parties/vendors for the efficient execution of projects.
4. Monitor sub-contractors to ensure delivery in line with agreed specifications.
5. Liaise with customers on a regular basis to ensure timely and effective communication is always maintained.
6. Ensure projects are delivered according to the scope and objectives agreed with the customer and any third parties.
7. Co-ordinate involvement and relationship with the client and all relevant stakeholders.
8. Create and maintain comprehensive project documentation (both external facing and internal documentation) including but not limited to project specific risk log, communications plan, resource plan etc.)
9. Arrange and attend internal and external project meetings and capture actions raised.
10. Monitor and track progress of project elements, including the capturing of actions and driving progress on these.
11. Identify issues preventing smooth project delivery and remove or develop mitigations for these.
12. Report and escalate to Project Manager or a Senior Manager as appropriate.
13. Identify best practice from other organisations to assist with the smooth running and delivery of projects with a focus on increased efficiencies.
14. Assist in continual improvement of existing processes or establishing new processes in order to drive efficiency.
15. Such other duties appropriate to the grade as may be directed by the Board of TNP or by its nominated representatives.

## Person Specification

| Criteria  | Essential / Desirable | Application form / Interview |
|---|-----------------------|------------------------------|
| Experience of assisting with IT projects  | Essential             | Application form / Interview |
| Experience of working on projects in a public sector environment  | Desirable             | Application form / Interview |
| An understanding of the telecoms industry, specifically the processes and procedures of Openreach and other communication providers | Desirable             | Application form / Interview |
| Experience of scheduling teams and ensuring the effective use of available resources  | Essential             | Application form / Interview |
| Excellent client-facing and internal communication skills   | Essential             | Application form / Interview |
| Excellent written and verbal communication skills   | Essential             | Application form / Interview |
| Solid organisational skills including attention to detail and multi-tasking skills  | Essential             | Application form / Interview |
| Strong working knowledge of Microsoft Office  | Essential             | Application form / Interview |
| Strong working knowledge of Microsoft Project   | Desirable             | Application form / Interview |
| Hold a project management qualification, e.g. PRINCE2 Foundation, APM etc.  | Desirable             | Application Form             |
| A full clean UK driving licence   | Essential             | Application Form             |
| Commitment to undergo further training through operational requirements and personal development                                    | Essential             | Interview                    |