

## 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