

Job Specification

Project Coordinator

Responsible to:	Project Manager
Grade	Scientist
Salary:	To be agreed
Hours of work:	37 hours per week
Work location:	Oakley, Bedford

Role Purpose:

We are looking for a responsible Project Coordinator, who wishes to transition into a project manager role, to administer and organize all types of projects.

Project Coordinator responsibilities include working closely with our Project Manager to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Key Responsibilities

- Coordinate project management activities, resources, equipment and information.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Make sure that clients' needs are met as projects evolve.
- Help prepare budgets and reports.
- Analyse risks and opportunities.
- Oversee project procurement management.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Project Manager to eliminate potential blockers.
- Use tools to monitor working hours, plans and expenditures.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.

Other Duties and Responsibilities

- To actively participate in Blue Bear's Performance Management Scheme.
- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- Some travel within the UK may be required.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company.

Equality and Diversity

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our organisation from all groups irrespective of the equality strands. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with individuals on ways in which our equal opportunities policies and practice can be enhanced.

Health and Safety

The organisation together with the assistance of all employees are fully committed to developing a positive safety culture.

We encourage and support employees becoming involved in and participating in health, safety and welfare matters. Our goal is to motivate and empower all employees to work safely and protect their long-term health, not simply to avoid accidents.

PERSON SPECIFICATION

Education/Qualifications			
<i>Essential:</i>	S/L	I	A
• BA in Business Administration or related field	X		
• PMP / PRINCE2 certification	X		
• Proven work experience as a Project Coordinator or similar role	X	X	
<i>Desirable:</i>			
• Technical/engineering background	X	X	
• Knowledge of risk Management processes and tools	X	X	
• Supply chain management	X	X	
Knowledge and Experience			
<i>Essential:</i>			
• Experience in project management, from conception to delivery	X	X	
• Hands-on experience with project management tools (e.g. Agile and Scrum or APM).	X	X	
• An ability to prepare and interpret flowcharts, schedules and step-by-step action plans	X	X	
• Experience of working with suppliers and sub-contractors	X	X	
• Solid organizational skills, including multitasking and time-management	X	X	
• Appropriate IT Skills including Microsoft Office Suite	X		
Personal/Behavioural Attributes			
<i>Essential:</i>	S/L	I	A
• Working as part of a team		X	
• Confident and articulate with good communication skills		X	
• Enthusiastic by project management.		X	
• Excellent verbal and written communication skills.		X	
• Excellent organization skills.		X	
Other Requirements			
Safety Critical Role			
Subject to security vetting to a minimum SC level			

S/L = Short Listing I= Interview A=Assessment