

Job Description

Service:	Policy, Performance, Transformation
Job title:	Project Co-Ordinator
Grade:	Grade E
Hours of work:	37
Responsible to:	Business Performance and Transformation Manager
Responsible for	
Direct reports:	None
Indirect reports:	None
Budget:	None

Purpose of Post:

As the Project Co-Ordinator, this is a varied role ranging from co-ordinating internal and external project working groups and programme boards, with project administration, assurance, and collaboration of actions, through to supporting and monitoring progress reporting and delivery of small to medium sized projects.

This role is to support Senior Leadership Team and the Transformation Team with reliable and robust co-ordination, administration and governance of project working groups and programme boards. This post will support the Transformation Team, with a priority focus on the specific programme and projects, that form part of the overall Transformation programme for the Council.

This will involve representing the Council and working directly with partner authorities in Cambridgeshire and Peterborough, stakeholders and suppliers, and internal service teams and leadership. To ensure a collaboration of unified actions from the project members and outcomes for the project working groups and programme boards.

The role will ensure compliance with the Transformation PMO standards and assurance framework. To involve monitoring of projects and progress reporting, effective project documentation and record keeping in a timely manner. All project risks, actions, issues, decisions (RAID) and contingencies are to be managed, communicated and recorded clearly. To advise the project working groups and programme boards on outliers, flagging issues around capacity, capability, and assurance where appropriate.

The post holder to directly deliver small to medium projects and support complex projects across the project framework and staging.


Key Deliverables:

Responsible for supporting, co-ordinating and administering project working groups and programme boards, presenting the Council both internally and externally. To deliver small to medium sized projects, supporting Transformation Team members on larger initiatives, and supporting project and programme reporting and assurance:

- **Project co-ordination and administration** – Co-ordinate, organise and administer project working groups, both internally and externally. Represent the Council professionally. Delivering various formats of verbal and non-verbal communications regarding agreed actions and delivery of outcomes for the project working groups and programme boards.
- **Project documentation and storage** - Ensure programme and project documentation is up to date and stored appropriately, identifying information gaps or actions, e.g. data provision or failed actions and communicating requirements to address. Support services and project teams with completion of project documentation.
- **Progress reporting** – Monitor, review and deliver monthly progress reports highlighting any variance from targets (cost, outputs, and timing) across agreed working groups, transformation projects/ programmes. Collect, verify, and record information on projects and programmes provided from across the Council and external sources, and dealing with queries on project programme performance, progress, and assurance.
- **Risks, actions, issues, and decision (RAID) reporting** – Attending meetings and capturing RAID information. Reviewing and deciding as appropriate to escalate key risks and issues with the project working group chair, Transformation Manager, and relevant Project Managers.
- **Project initiation and delivery** – To support project teams with the collation of project documentation across the project framework, e.g. project initiation document, project plans. To ensure alignment to Transformation PMO standards. And to undertake small to medium projects to support the Transformation PMO and various programme.
- **Project management solutions/tools** – To use the project management solutions provided, and to ensure consistency and reliability in file management and recording of project information e.g. project plan.
- **Project assurance and health checks** – To support with the collation and checking of project assurance assessment and health check information and documentation.

Knowledge and Qualifications	<p>Knowledge of project management (E)</p> <p>Project management qualification (D)</p> <p>Degree or equivalent demonstrable experience (D).</p>
Experience	<p>Experience of working in a busy professional services/business support environment, with a strong record of co-ordinating projects (E).</p> <p>Experience of supporting projects and programme boards with the completion of project documents across the project lifecycle and tracking meeting decisions and actions.</p> <p>An in-depth understanding of the range of services that the Council operates, and challenges and opportunities it faces regarding Transformation (E).</p> <p>Proven experience of building effective, productive, and relevant working relationships, both internally and externally, with a diverse range of senior stakeholders including in a political environment(E).</p>
Skills and Abilities	<p>Self-motivated and able to work independently(E).</p> <p>Interpersonal skills – engaging communication with a wide range of people and stakeholders(E).</p> <p>Strong operational skills with a successful record of co-ordinating project meetings, managing project administration; documents and technical solutions. (E).</p> <p>Ability to organise work plans efficiently and effectively to ensure best use of time, resources, and ability to prepare documentation in support of projects,</p>

	<p>programmes, and governing boards. For example, tracking notes from meeting, actions and decisions, work plans in appropriate project management formats(E).</p> <p>Creative and innovative approach to problem solving with a proven track record of making impact(E).</p> <p>Commercial and financial awareness – operating with a recognition of the commercial perspective(E).</p> <p>Ability to take a strong but proportionate view on risk based on information presented, and broader context(E).</p> <p>Analysis – ability to analyse complex information and communicate it in a straightforward way to a wide audience(E).</p> <p>Strong attention to detail when capturing project information and records. (E)</p>
Decision Making and Impact on Others	<p>Empowering, enabling, motivating, and developing others(E).</p> <p>Ability to work in a political environment(D).</p> <p>Incorporates a range of views when making decisions(E).</p>
Communication with Internal and External Customers	<p>Develops and maintains productive relationships with internal customers(E).</p> <p>Post will be visible with partner councils, stakeholders, members, and senior officers(E).</p> <p>Internal customer contact – 60% (senior officers, cross section of officers)</p> <p>External customer contact – 40% (to support reorganisation workstreams</p>

	across the partner authorities, and unitary projects/programmes).
Personal Attributes and Other Requirements	<p>A highly effective communicator with strong influencing skills, able to inspire confidence and trust at all levels(E).</p> <p>The ability to apply sound judgement in responding quickly to fast moving priorities whilst also identifying and working towards longer-term goals(E).</p> <p>A corporate player acting with integrity, professionalism, and drive in the best interests of the organisation and in accordance with the agreed strategic direction(E).</p>
HDC values 	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.