



ROLE PROFILE

**PROJECT MANAGEMENT
COORDINATOR**

LANDMARC

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LOCATION: REGION

REPORTING TO: PROGRAMME MANAGER

RESPONSIBLE FOR: NO LINE MANAGEMENT

Summary of Role:

To be responsible for supporting all activities within a Project Management Office (PMO) relating to a programme of additional works and services. To support the programme manager, commercial manager, project managers and additional works managers in the delivery of additional work and services with the timely development of future works and services in line with customer requirements.

Duties of Role:

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.

Primary Duties:

- Support the delivery of a programme of additional works and services to include:
 - Maintaining an accurate record of project progress including financial data
 - Preparing and analysing reports for both internal stakeholders and the customer
 - Assisting in the management of resources including booking facilities
 - Assisting with tender preparation
 - Collation and issue of tender documentation
 - Ensuring project documentation is completed, maintained, controlled and available for auditing
 - Collating documentation for submissions
 - Undertaking compliance checks on suppliers, maintaining approved suppliers lists and a tender register
 - Support security checks, access co-ordination, briefings and inductions for contractors
 - Assisting with contractor enquires
 - Co-ordinate the tender process
 - Provide support at meetings including organising and minute taking
 - Preparing Purchase Orders and co-ordinating invoicing
 - Assisting in continuous improvement of processes and resource management

- Support the Programme manager at meetings as required
 - Co-ordinate work order management to support additional works and services
 - Support the resolution of IT AWS system issues.
- Support the maintenance of a forward works register to include:
 - Co-ordinating the submission and review of Statements of Need
 - Uploading and maintaining associated documentation on Landscape
 - Maintain and update accurate Statement of Need records

Ideal Person:

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

What you know:

- Working towards gaining knowledge of project management through a Level 4 qualification such as NVQ/HNC or APM or equivalent
- Knowledge of workload scheduling and work order processes, preferably in a multi-tasking environment
- Advanced knowledge of Microsoft Excel, Word and Outlook
- Experience within a project management environment is an advantage
- Experience of communicating with customers

What you can do:

- Strong organisational and numerical skills
- Ability to track and update financial and operational project performance
- Administrative or project support experience
- Good interpersonal, written and verbal communication skills
- Ability to work autonomously and prioritize own workload
- Strong attention to detail
- Ability to meet tight deadlines and work under pressure
- Ability to establish and maintain good working relationships
- Ability to influence other staff to obtain information in a timely manner

- Ability to create and maintain good working relationships in a stakeholder and contractor environment
- Able to drive continuous improvement

Prerequisites for employment

- Full driving licence valid in the United Kingdom.
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.

- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case, we must improvise, adapt and overcome to remain relevant to Our Mission.