



JOB DESCRIPTION PROJECT OFFICER

JOB TITLE:	Project Officer
REPORTING TO:	Project Manager
RESPONSIBLE FOR:	Providing project coordination support and administrative duties as required
WORK BASE:	Suite E Queen's House, 123-129 Queen's Road, Norwich, Norfolk
CONTRACT TYPE:	Permanent, subject to probation period
WORKING PATTERN	Full-time, Monday to Friday
ANNUAL SALARY	£24,000 - £26,000 dependent on experience

MAIN RESPONSIBILITIES:

- Provide project coordination support to the team
- Undertake project administrative duties as required
- Be highly organised and act under own initiative

Are you a project officer from a Civil / Construction background looking for a long term, stable and varied Monday to Friday role that offers continuous training and development? This role offers an opportunity for a highly organised project officer / coordinator to develop their project management skills. You will provide support to the Project Manager to deliver our exciting portfolio of civil engineering, infrastructure and construction projects.

You will be expected to act primarily on your own initiative to ensure the smooth operation of projects and effectively manage senior team members' requirements.

- We will support you where you need it, helping you to develop the skills and knowledge you need to be an effective team player
- You will work with a range of clients and projects
- You will build an understanding of the wider environment that we operate in and use this knowledge to horizon scan, make evidence-based decisions and adapt to changing priorities
- You will provide project coordination and administration support to the Project Officer, Project Manager and Business Manager
- Greyfriars Project Management is an organisation that embraces diversity and respects the different perspectives they can bring
- We offer a flexible approach to working arrangements and styles
- There is opportunity for the successful candidate to develop their career with Greyfriars Project Management as the company grows

- You will work on a wide range of exciting projects and every day will be different and varied

JOB SPECIFICATION

Project coordination

- Monitor and communicate key deliverables and deadlines across projects
- Using programme management software, provide updates to programmes to advise Project Manager of latest delivery dates
- Update programme management documents and share with task owners for action and review
- Prepare and analyse reports regarding project progress and cost updates, for use by Project Managers at project review meetings
- Monitor project finances and use tools to communicate variances
- Control of project purchase orders to ensure that projects remain within latest forecast
- Record and produce accurate minutes for key business meetings as necessary
- Liaise with clients and project teams to ensure that actions recorded in meetings are completed or progressing to completion
- Maintain registers and records in relation to client construction deliveries
- Continuously improve and assist in ensuring all key performance indicators and other set objectives are exceeded where possible

Communications and external relations

- Work closely with clients to support effective interaction and collaboration
- Respond to phone/email enquiries to/ from wide range of external parties etc
- Develop social media, web and marketing materials
- Provide professional advice and service to all clients and customers
- Nurture and develop relationships with key partners and individuals across the public and private sectors

Operation and delivery

- Work effectively with others, internally and externally, to embrace opportunities and find innovative ways to overcome challenges while maintaining the effectiveness of operational delivery
- To assist in developing and improving processes and procedures relating to the management of the company's project portfolio and day-to-day operations
- Identify opportunities for business development and support the development of tender responses
- Act as ambassador for Greyfriars Project Management and its services
- Ensure activities are delivered to the highest standards

Administration

- Maintain data/records so that information is readily available and easily accessible

- Prepare letters and documents and ensure reports are well presented
- Be responsible for the management, organisation and filing of electronic and physical documents and records as appropriate
- Keep in touch with the team members when they are out of the office and report issues/ take actions for response as appropriate
- Be responsible for diary and itinerary management of senior team and preparation of meeting packs
- Arrange meetings and co-ordinate the booking of rooms, arrange travel, accommodation, hire vehicles and hospitality as required
- Provide office services such as reprographics, binding etc.

PERSON SPECIFICATION

Experience

- Educated to A level, NVQ Level 3 or equivalent (essential)
- 3 years' experience working in project management / coordination or administration (desirable)
- Previous experience in the engineering, construction industry or project environment (desirable)
- Qualification relevant to project management/coordination, administration or construction (desirable)
- Demonstrable evidence of project management experience (desirable)
- Live in commutable distance to Norwich (essential)

Competence, Knowledge & Skills

- Good organisational skills (flexible/organised/methodical) - (essential)
- Ability to communicate effectively with a wide range of people, verbally and in writing (essential)
- The ability to work as an integral part of a team contributing to team success, communications and a positive working environment (essential)
- Prioritise tasks by importance and deadline. Discern what is crucial from what is just urgent. Adjust priorities as situations change (essential)
- General administrative/secretarial knowledge, producing professional work as well as ability to adapt to new and changing systems (and possibly creating systems) - (essential)
- Competent use of Microsoft Office programs (Outlook, Word, Excel, PowerPoint, Project, etc.) (essential)
- Use of finance, project or programme management software (desirable)
- Previous team or business support experience (desirable)
- Sound knowledge and understanding of financial planning, budget monitoring and construction cost control (desirable)
- Local authority/public sector experience or understanding of the local government environment (desirable)
- General knowledge of engineering, construction or project management (desirable)
- Understanding of PRINCE2 standard or equivalent (desirable)
- Full driving licence and ability to make site visits at various locations (desirable)

Personal qualities

- Ability to work independently, act on own initiative and be proactive (essential)
- Flexible approach with the ability to multi-task and prioritise (essential)
- Discretion - confidentiality when dealing with sensitive information (essential)
- Attention to detail with the ability to effectively manage tasks through to completion (essential)
- Excellent organisation and self-management skills (essential)
- Conscientious approach to working (essential)
- Maintain the highest standards of behaviour and quality of work (essential)

ABOUT GREYFRIARS PROJECT MANAGEMENT

Our mission is to help our clients thrive by delivering successful projects on time and to budget.

Greyfriars Project Management Limited is an experienced project management and planning consultancy specialising in the development and infrastructure industry. We are a dynamic team with vast experience delivering both public and private sector projects.

Our vision: We provide the highest quality project management services that deliver practical solutions to complex problems. We establish long lasting relationships and collaborate with clients to add value to projects, place, community and environment.

Our core values

- Understand our client's vision
- Provide the highest quality of service
- Work in a collaborative manner
- Plan for successful delivery
- Provide pragmatic support and solutions
- Add value to project outcomes
- Actively control and manage projects
- Clear and effective communication
- Desire to progress through the ranks of the company.

If you're interested in this role, please forward an up-to-date copy of your CV including your full employment and education history and availability to work to info@greyfriarspm.com. If you would like an informal discussion about the role, please feel free to email us with your contact telephone number and availability.

Keywords: Project, Officer, Coordinator, Coordination, Management, Administration, Administrator, Civil, Construction, Engineer, Engineering, Infrastructure, Programme, Technical, Norwich, Norfolk