

Project Coordinator Job Description

Context

The Joint Radio Company Limited (JRC) is an industry-owned independent provider of products and services, including consultancy, relating to (radio) spectrum management, spectrum utilisation and radio network design and security. Services include radio link planning, windfarm coordination, legacy & future data & voice radio network planning and spectrum licensing. The primary focus is the UK Electricity & Gas sectors which are going through a period of profound change as a result of the UK's net zero ambitions.

Overview of the role:

Reporting to [Insert Role] and working with Project Managers/Engineers in organizing planned and ongoing Project and BAU workstreams, the Project Coordinator role is to work with internal and external project managers and technical staff to plan, coordinate, manage and report on the day to day delivery of Project and BAU outcomes to internal and external customers :

Principal responsibilities of the role:

- Preparation and maintenance of key project documentation such as Requirements, PID, Business Case, Plans and Schedules.
- Ensuring all workstreams adhere to plans and schedules and provide early notice of risks to this not being the case.
- Monitoring and maintaining work schedules, budgets, and expenditures.
- Ensuring project and milestone deadlines are met.
- Determining project changes and adjusting schedules as required.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Organizing, attending, and participating in stakeholder/customer meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Production of Management Information relating to projects and BAU activities, including monthly reports, highlight reports and closure reports.

- Undertaking project tasks as required, ensuring that agreed objectives and tasks are met and that the Programme Manager is kept up to date
- Developing project and service strategies.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Providing administrative support as needed.

Required skills and experience

- Three years of experience in a related field.
- Excellent time management and self-organisation skills with the ability to work effectively to tight timescales and under pressure/stressful situations.
- Ability to work as part of a team, as well as independently and on their own initiative
- Diligent with attention to detail.
- Displays excellent relationship, influencing and all-round communication skills.
- Experience of working cross-functionally and with senior stakeholders.
- Solution orientated with a positive, can-do attitude and the ability to think on your feet
- Highly organised with the ability to multi-task and with strong work management and prioritising skills
- Tenacious, flexible, passionate, resilient and results driven with a persuasive personality.
- A quality driven approach consistently aiming for high standards.
- Good questioning skills with the confidence to challenge and probe.
- Good communication skills, with the ability to produce high quality written documentation and select the content, style, format and distribution methods most appropriate to the audience
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook and project management tools
- Knowledge of file management, transcription, and other administrative procedures.