

<b>Job title</b>	Project Coordinator	<b>Date</b> Mar 2025
<b>Reports to (title)</b>	Technical Hard Services Manager	
<b>Contract/Department</b>	Siemens	<b>Revision 1</b>
<b>Location</b>	Newcastle	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To support the technical and extra works team in the smooth and effective administration, front line customer engagement and co-ordination to ensure a consistent and professional approach is applied throughout.

To deliver a consistent document and reporting platform, covering all activities across the entire projects, from initial enquire through to project completion.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Collate and track new project enquiries through to completion using in-house software package. (training will be given)
- Develop and maintain client reports to demonstrate status of project deliverables
- Support the technical and extra works management team in producing project proposals, developing the required Health & Safety documentation and ensuring the finance processes are adhered to
- Reviewing sub-contractor RAMS and supporting team with Health & Safety Files
- Engagement with supply chain in obtaining quotations and issuing PO's
- Maintain weekly conference calls/meetings to ensure report data is accurate at all times and meeting minutes recorded and actions tracked to completion
- Assist in the co-ordination of all project handovers, liaising with principal contractors and our asset management team to ensure asset data is accurate
- Processing of O&M documentation, ensuring updated drawings are developed
- Ensure governance framework and project processes are adhered to.
- To maintain communication with customers as and when required to ensure they are provided with clear and accurate updates at all times.
- Ability to introduce new ideas and improve efficiencies

## Resource responsibilities

# Job Description

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

No direct reports, working within a team of technical extra works managers

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Thorough understanding of Project Co-Ordination
- CDM Experience/Awareness – understanding of construction phase plans and other relevant Health & Safety requirements
- IOSH Managing Safely
- Good interpersonal skills – proficient communication skills, both written & verbal with demonstrated ability.
- Experience within similar role or transferable skills from related role.
- Excellent IT skills.
- Personable and approachable.
- Good interpersonal and customer relationship skills.
- Good command of the English language both written and verbal.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Role based in Newcastle, but travel could be required across UK portfolio as and when required  
Training will be provided where applicable

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# Job Description

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	