

Job Description

Job Title	Project Coordinator – Transport for City Regions (TCR) Capital Programme
Directorate	Neighbourhoods and Housing
Service Area	Commissioning & Project Delivery, Sustainable Transport, Highways & Parking
Grade	Grade 6
Competency Level	2
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Liverpool (Cunard Building)
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A10362

Job Purpose

To provide a comprehensive, effective and efficient support service to the Project and Programme Management professionals working within the Transport for City Regions (TCR) Portfolio team/functions. Ensuring that all projects and programmes are supported with respect following applicable governance, reporting and project controls – utilisation of SharePoint and adherence to Sustainable Transport, Highways & Parking (THP) project filing and administration and regular reporting formats and deadlines / milestones.

Directly Responsible For:

Assistant Project Coordinator

Directly Responsible To:

TCR Portfolio Manager, whilst direct support to all Programme Directors and Project Managers across the Portfolio supporting and ensuring adherence to reporting and project administration.

Main Areas of Responsibility:

- Administration of THP's Project and Programme Management Procedures to support TCR professionals in delivering their workloads to time, cost and quality standards
- Support TCR staff, primarily Programme Directors and Project Managers, in the project gateway review process by collating, reviewing and analysing relevant information and documentation to support their submissions
- Liaise with Improvement Delivery Team (IDT) manager and other staff to create and maintain project documents, including project plans and risk reports
- Support the Portfolio Manager with the administration and reporting / submissions of external grant funding updates and auditing
- Manage the monthly project reporting process, including collation of programme reports, preparation of review packs and updating content following project review in accordance with challenging deadlines
- Co-ordinate the dissemination and monitoring of project and programme periodic report packs, including monthly highlight reports
- Support the Portfolio Manager in establishing and updating financial management systems for Team budgets; ensuring accurate and timely payment of accounts, maintaining commitments, audit trails and other responsibilities in accordance with the council's financial management policies, procedures and guidance

- Support to Programme Directors and Project Managers relating to payment of a range of works and services, utilising the council's business management software
- Assist the Portfolio Manager with the preparation of financial and progress reports to the Portfolio Director and TCR Board
- Support implementation of IDT's document management system, SharePoint, including provision of training and guidance to personnel
- Organising both internal and external meetings, workshops and events:
 - Agree requirements with appropriate staff
 - Liaise with relevant internal and external staff and make practical arrangements
 - As required, attend and minute the events to ensure that they achieve their objectives. Produce actions list and follow up to closure
 - Work in conjunction with Project and Programme Management professionals to ensure the smooth organisation, running and recording of all project management, programme management and departmental meetings and events
- Promote and maintain high quality customer service through the setting, performing and dissemination of best practice in relation to activities such as dealing with telephone calls, responding to emails and letters, the production and issue of formal correspondence and the production and issue of update reports (both internal and external)

Supervision and Management Responsibility:

- Participating in all aspects of staff training and development, including the maintenance of disciplinary standards and use of all learning opportunities to improve the efficiency and effectiveness of service delivery

Budget and Financial Responsibility:

- Complying with all statutory requirements, Standing Orders and Financial Regulations of the council
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Undertake site visits, where necessary, even during times of adverse weather conditions

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Appropriate office experience in business support, contract administration, finance or related discipline (A/I)

Desirable

- Educated to degree level in relevant academic subject, or equivalent professional experience to demonstrate a commensurate level of technical knowledge within the construction or transport sectors

Experience

Essential

- Experience in administration or similar office-based procedures that would include document management and financial administration e.g. invoicing and purchase orders (A/I)
- Good knowledge of established software packages including Microsoft Office applications (A/I)
- Experience of project management and quality assurance systems and principles (A/I)

Desirable

- Managing and organising staff
- Knowledge of the council's financial management system and processes
- Technical experience in a relevant discipline

Skills/Abilities

Essential

- Excellent skills to accurately record information, both manually and computerised, particularly with regards to project management systems (A/I)
- IT skills, particularly with regards to financial spreadsheets and management systems (A/I)
- Good written communication skills in order to produce a variety of reports, presentations and other forms of communication (A/I)

Desirable

- Experience in monitoring and controlling resources
- Ability to demonstrate initiative and self-motivation
- Project management

Commitment

Essential

- Committed to meeting the highest levels of personal professional conduct including the standards set by the Council and through maintaining your continued professional development (A/I)

- Ensure the effective and efficient implementation of council policies as relevant to this role and the achievement of the council's objectives, including financial and budget expenditure targets (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

Other

Desirable

- Flexible availability with the ability to attend meetings/events on occasion outside of normal core working hours