Project Coordinator

**Department:** Directorate of Technology, Estates & Facilities

**Hours of work:** Full time | 37 hours per week

**Contract type:** Open

**Salary:** £27,131 - £33,314 per year
Introduction

The Directorate of Technology, Estates and Facilities (DTEF) is responsible for ‘providing outstanding work, study, research facilities, and facilities to enhance the student experience, on campus and online’.

This role will be working within the Strategic Programmes Team and will focus on supporting the Development Team in the delivery of the Integrated Infrastructure Plan (IIP).

The Project Coordinator will ensure that relevant programme information is kept up to date, communicated and feeds into various governance structures. The post holder will endeavour to provide assistance to the team and ensure minimal disruption to the plans. They will collate and distribute accurate and timely information to be used by the team and governance structures for decision making as projects develop.

The Project Coordinator will arrange the Programme Boards and other meetings necessary and will provide administration support for these meetings including the completion and distribution of the associated minutes and documents. In addition, they will assist with purchase orders, invoicing and goods receipting processes. They will provide support for the Capital Management Process and there will be a requirement to undertake training on relevant in-house systems which currently include Imprest, YEP and Agresso.

Main purpose of the role

To provide coordination, planning, support and administrative assistance to the Strategic Programmes Team, the Estates Development Team and specifically the IIP.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   - Administer and coordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion, using project management software/applications
   - Conduct literature/data searches, and extract, collate or summarise data; undertake some desk-based searches or other investigation under the direction of the project leader/project manager
   - Undertake comparative sampling of articles, data sets, etc and/or assist with the compilation/distribution/initial analysis of questionnaires
   - Organise appointments, meetings, seminars, workshops, etc, acting as point of contact for visitors.
   - Facilitate communication/liaison between project team members and other key stakeholders, in order to explain the project concept and obtain required materials and to ensure that the project is delivered in line with agreed milestones and objectives
   - Write and prepare summaries of meetings/workshops, interim reports/papers, minutes, etc
   - Maintain the project leader/project manager’s documentation collection; proofread papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation
Monitor project budgets and provide standard budget reports with assistance by Finance Colleagues

Develop and manage informational databases, project web pages and sub-websites

Assist the project leader/ project manager by undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports

2. University of York Responsibilities for Grade 5

Service and Operational Delivery

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.
Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
### Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Experience of providing project coordination and administration (including financial administration)</td>
<td>Essential</td>
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<td>Understanding of ISO9001</td>
<td>Desirable</td>
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<td>Able to use initiative to solve unusual or complex problems</td>
<td>Essential</td>
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<td>Good planning and organisational skills, including the ability to meet deadlines</td>
<td>Essential</td>
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<td>Able to work under pressure but still provide high-quality work with attention to detail</td>
<td>Essential</td>
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<td>Good documentation skills; able to keep accurate records</td>
<td>Essential</td>
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<tr>
<td>Able to work as part of a team but also independently</td>
<td>Essential</td>
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<tr>
<td>Consistent accuracy and attention to detail</td>
<td>Essential</td>
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<td>Able to prioritise workload to meet deadlines and achieve targets</td>
<td>Essential</td>
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### University of York Person Specification for Grade 5

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects | Essential |
- Gather, analyse, interpret and report data/information | Essential |
- Use digital technologies including Google applications and/or Microsoft Office, with advance knowledge of Excel in particular | Essential |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

**Behaviours:**

- Works collaboratively with others | Essential |
- Delivers a quality service | Essential |
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<th>Develops self and others</th>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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