

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Estates Strategic Project Coordinator
<u>Reports to</u>	Estates Strategic Project Manager
<u>Reporting staff</u>	None

Job Purpose

To monitor and coordinate the delivery of Strategic Estate projects (inc. Estate Rationalisation, Training Centres and RSP estate projects) for the Service. To provide project management expertise liaising with key internal and external stakeholders to assist in the delivery of project progress and risk management.

To work with NFSP NOG leads to investigate and progress joint working arrangements and prepare regular project updates for SLT.

To work closely with; Service Improvement, Service Delivery, ICT, Training and Estate teams to support the development, implementation and delivery of key projects areas. Manage, create and administer the associated technical solutions for project governance, which will allow the effective and efficient management of the strategic estate projects.

Manage the oversight of the child projects attached to the strategic estate projects, ensuring any issues or challenges are identified and resolved to support the timely delivery of the overall project. For example, the training centre project and estate rationalisation work, aligned to the Community Safety Plan and Resource & Savings programme.

Generic Responsibilities/Job Family: SPECIALIST

- To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.
- To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.
- To represent the department/function at meetings and act as Service representative for initiatives as required.
- To undertake project tasks or more specialised administrative work relating to the specific function or department.
- To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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<u>Specific Responsibilities</u>	
1	To coordinate and manage the delivery of the Strategic Estate projects as identified in the Community Safety Plan
2	Project manage and support the delivery of milestone tasks and actions across the Strategic Estate projects, working with a range of internal and external stakeholders to assure progress
3	Manage the administration of the Estate Rationalisation and other strategic estate projects, in accordance with the Service's project management guidelines
4	Advise and identify project risks and impacts together with monitoring and assuring project progress and tasks
5	Oversee the delivery of the child projects aligned to the strategic estate project, managing and monitoring delivery against deadlines
6	Liaise with other key stakeholders to ensure the project management information systems deliver against their expectations and requirements to maximise efficiency and effectiveness
7	Analysis of projects to identify issues and to coordinate effective investigations and resolution of the issues in conjunction with suppliers, contractors, consultants and internal stakeholders
8	Maintain and develop management information systems within the principles of good governance and project management. Establish, implement and maintain efficient and effective procedures and administrative systems, including day-to-day financial administration and contributing to administrative planning for the functions projects

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