



## Project Coordinator

### The Role:

Project Coordinator is accountable for production, facilitation, co-ordination, monitoring, a range of project support schedules and administration tasks across the project life cycle.

### Key Responsibilities:

#### Delivery Process

Be responsible for the coordination of deliverables & Gateway presentations on a number of projects, relating to the delivery stream.

Maintain working knowledge of the Capital Delivery Process, produce and maintain a reference file for the team to refer to. Advise project team as required.

Assist the PDM in completion of TIF.

Maintain a working knowledge of Workflow & Livelink, maintaining the project files within.

Review and Update change notices and change orders in the database.

Work with Document Control to ensure project files comply with the document management requirements.

#### Data Collation & Management

To coordinate DM2 – DM6 deliverables, including working with Deliverables Manager and Asset Data Delivery Team to understand the scheme data requirements at DM2.

Collation of data in line with agreed schedule of data drops for DM4 Maintaining key working relationships with the PDM,

Ensure that 'Plan for Stage' is implemented & embedded.

Work closely with the planner, ensuring up to date schedule information is consistently and regularly provided.

Maintain communications with DAMs & commissioning teams to ensure they are aware of all requirements.

Liaise with the PDM to document and ensure visibility of outstanding deliverables actions and produce clear & concise schedules.

Help raise the profile & understanding of deliverables processes with the construction teams by communicating schedule information & building relationships.

Maintain & upload deliverables and proof of deliverables within livelink.

#### General Admin

Schedule key meetings as required by the IPL/PDM, attend & take minutes/actions as appropriate.

Track Project progress including deliverables. Create and maintain trackers and reports as appropriate.

Assist the team by producing presentations and preparing TIG submission packs.

Keep Team / Project documentation such as Project Communication sheet, Organograms and Holiday sheets up to date.

Coordinate communications within the team, liaise with supporting teams to ensure any issues are raised to the PDM, recognize and report key issues before they become problems.

### Key measures & targets:

Take a proactive approach to working in the IPLs team.

# come and work with us

The Barhale logo consists of a stylized 'B' icon followed by the word 'Barhale' in a bold, sans-serif font. The background of the top of the page features a photograph of construction workers in high-visibility orange and yellow gear, with one worker's back to the camera showing the Barhale logo on their vest.

Communicate ideas for improving company processes with a positive & constructive attitude, encourage the development of this attitude in others.  
Identify areas for improvement, share best practice.  
Work with Alliance colleagues to provide excellent customer service to AW customers and maintain team working with site staff.

## **Key relationships:**

Project Lead  
Project Development Manager  
Data Delivery Team

## **Person Specification:**

The successful candidate is likely to meet all of the following criteria:

### **Essential**

Previous project support experience  
Excellent written and verbal communication and interpersonal skills  
Ability to use a range of IT packages including excellent knowledge of Word, Excel, Outlook  
Ability to work independently or as part of a wider team  
An enthusiastic approach  
Highly motivated and driven to succeed  
High level of accuracy and attention to detail  
Ability to build strong working relationships with people at all levels

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

## **About Barhale:**

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 800 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

# come and work with us



Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.