



Accountabilities

Individuals are accountable for production, facilitation, co-ordination & monitoring and a range of project support schedules & administration, across the project lifecycle. Individuals must demonstrate a can do attitude and have strong interpersonal skills, undertaking the role with enthusiasm and a desire to learn and develop new skills.

Role Summary

It is anticipated that each IPL Team will have 2 or 3 project support individuals appointed to their programme of work. As such, initially individuals are likely to be stronger in certain aspects of the role than others, IPL's will be looking to ensure they have a balance of skills across all individuals appointed to this role. As projects & programmes progress individuals are encouraged to broaden their skills & experience across the range of responsibilities detailed in this RDO.

Deliverables

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 the following 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.

Leadership

- Take a proactive approach to working in the IPLs team.
- 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.
- Actively question to avoid rework and reduce waste within processes.
- Work with Alliance colleagues to provide excellent customer service to AW customers and maintain team working with site staff.
- Encourage communication within the team & stakeholders.
- Utilize skills & knowledge of all team members - encourage an environment of continuous improvement, supporting the IPL/PDM to maintain team energy/focus when work is difficult & results hard to achieve.

Functional Manager
None

Functional Reports
None

Delivery Reports
NONE