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| A | **Post Details** | | | | | | | | | | | |
|  | Job Title: | Project Coordinator | | | Function: | | Engineering and Major Programmes | | | | | |
|  | Location: | 4ML | | | Unique Post Number: | |  | | | | | |
|  | Reports To: | Head of Major Programmes | | | Grade: | | MG1 | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | |
|  | Major programmes and business transformation programmes are those which require delivery across the organisation. Current examples include further developing the alliance between Southeastern and Network Rail Kent route, the rollout of e-ticketing, safety upgrades in yards depots and sidings, liaising with Medway on the introduction of new passenger services to Hoo, the opening of Thanet Parkway station, developing the Grove Park Centre of Excellence and delivering fleet upgrades.  The purpose of this job is to support the delivery of the Major programmes and business transformation programmes across Southeastern. In particular this role provides project support to the Major Programmes team in regards to financial data, project planning and any other areas as directed. | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | |
|  | * Maintain an overall plan for all major programmes and business transformation programmes across Southeastern showing key milestones, dependencies and interfaces between projects. * Collate financial data and co-ordinate and optimise resource requirements across the projects and programmes. * Provide programme tracking oversight across the team and own the creation and distribution of the overall periodic Major Programmes progress report. * Provide the finance and PMO team with project finance updates. * Maintain accurate financial information against each project or programme that the team leads on. * Maintain a system enabling the whole team to manage all documentation, ensuring all team documents are filed to maintain a full audit trail in a timely manner. * Own the overall Major Programmes project risk and issue log. * Provide support when required to projects or programmes. * Maintain a system to manage documentation, ensuring all team documents are filed with a full audit trail, ensuring the whole team do so in a timely manner. * Process Oracle orders, sales invoices and receipt as directed by the project managers. * Manage the Major Programmes Team drive and MySoutheastern areas. * Schedule and organise events and meetings. * Support the team to maintain accurate, accessible records for all relevant meetings and project communications. | | | | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | | | | | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | Yes |  | No | **🗸** |
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| E | **Decision making Authority** | | | | | | | | | | | |
| E1  E2 | Optimisation of project resources  Identification of key Major Programmes risks and issues | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | |
| F1  F2  F3  F4 | Understanding the projects and activities at an appropriate level to help perform the duties to a high standard, reducing the workload of team members  Liaising with other teams to help the interfaces run smoothly  Optimising project finances and resources  Maintaining the overall programme plan for all business transformation programmes across Southeastern.  Maintaining accurate records and meeting notes across a variety of programmes | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance.    All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : Experience, Knowledge & Qualifications Previous experience of coordinating and optimising activities, tasks or plans.  Experience of working in a busy environment with many challenges.  Very high standard of communications in written and oral English.  Experience of MS Office, including creating formulas in Excel.  Desirable: Knowledge of experience working in a Train Operating Company with a good understanding of what is important to passengers and wht is needed to make a team operate successfully. Skills (including any specific safety critical competencies) Excellent written and verbal communication skills and the ability to communicate at all levels.  Friendly, approachable and engages others in open, honest and productive conversations. Good listener and supportive of others in helping to promote a team culture. A good team worker who is thorough, understands the importance of, and is able to meet all deadlines.  Excellent attention to detail.  Demonstrates a readiness to help at all levels.  Good problem solving skills.  Able to multitask, is well organised, creative and able to meet strict timescales. | | | | | | | | | | | |
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| H | **Dimensions of role** | | | | | | | | | | | |
| H1 | Financial – Direct: | | | Tracking of financial information. £ is project dependent | | | | | | | | |
| H2 | Financial – Other: | | |  | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | | None | | | | | | | | |
| H4 | Staff Responsibilities – Other: | | |  | | | | | | | | |
| H5 | Any Other Statistical Data: | | | Project milestone and timelines | | | | | | | | |
| J | **Acknowledgement** | | | | | | | | | | | |
| J1 | Prepared By: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| J2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| **K** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |