



# Role Profile

<b>Job title:</b>	Project Co-ordinator (Consensus)	<b>Department:</b>	Strategy & Policy
<b>Grade:</b>	G	<b>Reports to:</b>	Consensus SRO
<b>Location:</b>	Carthusian Court or Bircham Newton moving to Peterborough. Fixed term contract to 30 Sept 2020	<b>Budget responsibility (optional):</b>	None

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

To provide dedicated support to the Consensus SRO and wider Consensus Project team for the effective planning, implementation, delivery into business as usual, and review of the Consensus Project.

## Key responsibilities and accountabilities:

1. Support the Consensus SRO in the co-ordination and delivery of the project work.
2. Co-ordinate project plans by liaising with workstream leaders to help ensure the project remains on track.
3. Maintain all project documentation including project plans, risks/issues/dependencies logs and communication/stakeholder plans. This will include setting up, organising, and ensuring correct storage of documentation, and the updating and distribution of papers and other documents as required.
4. Deliver an agreed escalation procedure for identifying and handling issues with all project stakeholders.
5. Pro-active highlighting of issues as they arise to the Consensus SRO, reporting on progress and communicating progress/results to all stakeholders.
6. Provide assistance in the liaison with project partners to achieve project outcomes.
7. Deliver agreed management reporting, reviewing performance against projects deliverables, liaising with workstream/project managers to ensure milestones are met, highlighting and reporting risks and issues to the overall project manager.
8. Provide appropriate general administrative and office support, including ordering stationery, organising meetings, co-ordinating diaries, travel and accommodation bookings etc.
9. Supporting the Communications and Engagement activities of the project to ensure timely and accurate delivery of project outputs
10. Act as the point of contact for the project team, supporting them through the co-ordination of required resources and information

## People Leadership / Team Leadership – where the role has direct or matrix reports.

- Co-ordinate the plans/activity of project team
- Co-ordinate effective relationships with relevant internal and external stakeholders



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- Engage with internal (and external) work stream leaders to co-ordinate delivery of project outcomes and that reporting requirements are met

## Key contacts and relationships:

Work effectively with the Project Manager

- To ensure that the Project Manager is provided with the appropriate level of support
- To understand the role requirements fully
- To ensure that expectations and delivery deadlines are understood and met
- To ensure that the Project Manager is updated on task progress and completion
- Engage and work effectively with other members of the project teams
- Collate and sharing best practice, considering/implementing suggestions for improved working practices
- Share information as necessary
- Work effectively with key stakeholders as required

### Internal:

- Work effectively with the Consensus SRO:
  - To ensure that the Consensus SRO is provided with the appropriate level of support
  - To understand the role requirements fully
  - To ensure that expectations and delivery deadlines are understood and met
  - To ensure that the Consensus SRO is updated on task progress and completion
  - Engage and work effectively with other members of the project teams
  - Collate and sharing best practice, considering/implementing suggestions for improved working practices
  - Share information as necessary
  - Work effectively with key stakeholders as required
- Consensus Communications and Engagement Manager. Communications lead for the project and the Co-ordinator will support the delivery of these activities
- Partnerships Manager - Midlands and North. The main link with the wider Engagement team. The Co-ordinator will liaise with this contact on a regular basis
- Project Delivery Manager Consensus. Project management and Subject Matter Expert support to Consensus SRO. The Co-ordinator will work closely with this role supporting the SRO to deliver the Project outcomes.

### External:

- Possible occasional contact with members of the Levy Working Party (LWP) (however ordinarily the role of the Corporate Governance)
- Possible occasional contact with key contacts at the Consensus Federations (however ordinarily the role of the partnership team)

## Knowledge and Experience

### Essential:

- Good standard of general education
- Experience of co-ordinating projects
- Good working knowledge of Microsoft Office packages
- Effective relationship builder
- Proven ability to gather and collate information and present it in an easy to understand format



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- Solution orientated and able to work with limited supervision
- Not afraid to ask for clarification on complex issues – in order to achieve desired end result
- Well organised and able to set and manage priorities with minimum supervision
- Excellent written and verbal communication skills
- Ability to work and manage time under pressure
- Good attention to detail
- Ability to assess the running of the project and provide suggestions for continually improving the running of the project

## **Desirable**

- Degree level qualification or equivalent
- Project management qualification
- Experience of working across organisations with different cultures, and proposing, agreeing and implementing common approaches
- Experience of performance reporting and continuous improvement
- Knowledge of CITB Levy and Consensus
- Influencing skills

## **Behavioural competencies:**

- Works collaboratively (Level 2)
- Drives for Results (Level 1)
- Innovation, change and agility (Level 1)
- Effective Decision making (Level 1)
- Communicating with impact (Level 1)

## **Special Conditions/Other Requirements: e.g. travel requirements, working arrangements**

- Ability to travel
- Available to spend occasional time away overnight