



ASSISTANT PROJECT COORDINATOR



ABOUT THE ROLE


The Assistant Project Coordinator will assist the Special Project Manager with all aspects of project delivery on behalf of Redrow as Lead Developer. With a core focus on administration, including supporting with budget management, liaison with stakeholders and managing consultants, the role provides the opportunity to utilise project management skills on a large development project.

Responsible for: No direct reports

Responsible to: Special Project Manager

KEY RESPONSIBILITIES

- Carry out invoice reporting and monitor against budget. Input and record in line with established processes including reporting/liasing with external cost consultants, Redrow and landowners.
- Arrange, co-ordinate and provide support to meetings both internally and externally in a timely and efficient manner, ensuring all relevant action points are noted and recorded.
- Develop and maintain internal filing systems whilst reviewing for efficiencies in all aspects of document control.
- Coordinate the distribution of preliminary, construction and as-built information internally and externally by addressing project team feedback, and producing a high quality, fully coordinated design package.
- Coordinate and instruct consultants fee proposals, including the management of tenders for new works or ancillary works such as site investigation, ecology or surveys where necessary.
- Liaise with the external design team and specialist consultants to ensure that all construction documents are provided within the agreed development programme and budget.

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- Provide point of contact support for Community Liaison where appropriate, supporting external PR and Communication consultants. This may include the arranging, management and attendance of community events if applicable.
 - Support Landowner team with preparation of parcel disposal, coordinating external consultants to produce the required information for marketing of service parcels of land.
 - Support Redrow internal teams with project related topics, e.g. marketing compliance, land acquisition and general queries.
 - Support in the production of any planning submissions to be made, or coordinate alongside consultant team.
 - Receive, coordinate and check specialist subcontractor and supplier information.
 - Attend meetings when appropriate on behalf of the project, to provide a presence and update/report back on items which could impact it.
 - Provide support with any tasks required in the delivery of infrastructure works, such as contract administration, consultant coordination and site attendance.
 - Fully embrace and become an advocate for the project.
 - Comply with Company contracts, regulations and administration systems in force at the time.
 - Keep up to date with correct building protocols and techniques, current building regulations and relevant supplementary legislation that may impact the performance of the required duties.

THE PERSON

What kind of person are we looking for?

- Able to communicate effectively with all disciplines at all levels.
- Credible and comfortable in dealing with a wide variety of stakeholders.
- Well organised and capable of organising others.
- Meticulous attention to detail.
- Able to effectively handle competing priorities in relation to people, processes and time.
- Team player.
- Educated to degree level or with a relevant professional qualification or relevant experience.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.