

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Project Co-ordinator	Grade: Scale SO1
Employer: Western Riverside Waste Authority	
Responsible to following manager: Deputy General Manager	Responsible for following staff: None

Job Purpose

1. To contribute to the project management and monitoring of a range of strategic projects for the future waste services required for Western Riverside Waste Authority and its Constituent Councils (Lambeth, Hammersmith & Fulham, Kensington & Chelsea and Wandsworth). This includes but is not limited to workstreams for a Joint Municipal Waste Management Strategy, procurement, land, assets and facilities strategies, procurement for waste treatment and recycling services, contract expiry process for demobilising the current waste services arrangements.
2. The project coordinator will be part of a small team delivering high value projects that have significant impacts for WRWA and the Constituent Councils, impacting upon many aspects of local government over many years, to achieve agreed outcomes.
3. To contribute to the project management and monitoring of other relevant projects delivered by the Western Riverside Waste Authority in its' role as a statutory waste disposal authority.
4. To provide project management and monitoring information in the absence of the Deputy General Manager in relevant areas when required.

Specific Duties and Responsibilities

5. Work as part of an integrated project team consisting of internal and external technical/professional staff, consultants, contractors, suppliers, local authority and other stakeholders to meet expected outcomes.
6. To liaise with WRWA team members, the WRWA Management Team, officers and Members of the four Constituent Councils in the delivery of project management tasks.

7. Support the development of clear project plans that underpin the management of the projects delivered. The project plans should clearly demonstrate and track the dependencies of tasks both within and between the projects and highlight synergies between them.
8. To contribute to the development and maintenance of specific project plans for each separate project being delivered and maintain a suite of project management documentation in liaison with the Deputy General Manager including but not limited to project management plans, highlight reports, exception reports, cost estimates and forecasts, risk registers, project schedules, stakeholder registers.
9. To assist in the development of a project risk register, facilitating the risk review process and managing, monitoring and mitigating project risks through the risk register.
10. Monitor and track progress against agreed project milestones and spend against budgets. Prepare regular reporting, in both written and verbal formats, to ensure reporting mechanisms are linked to on time on budget delivery and ensure implementation of project management methodology.
11. Develop and maintain project deliverables, information, and records.
12. Contribute to the review of project performance and production of reporting materials to drive continuous improvement.
13. Ensure high standards of records management and assume responsibility for all information assigned to the role.
14. To organise meetings, in various formats including in-person, hybrid, online, site visits.
15. To take notes and actions during meetings and to continually track progress against actions to ensure projects progress as planned and delays are minimised. To maintain knowledge management for the role, including maintaining up-to-date procedure notes, set-up documentation, objectives, deadlines, role information, priorities and key contact details.
16. Answer routine telephone enquiries from the public, referring more complex queries to the relevant colleague.

Stakeholder Engagement

17. Listen to and respond to every stakeholder in a way that demonstrates courtesy, respect and understanding of their individual needs both internally and externally.
18. Maintain clear communication with stakeholders concerning expectations and progress.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Western Riverside Waste Authority

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the Authority's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the Authority's duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the Authority.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Person Specification

Job Title: Project Co-ordinator	Grade: Scale SO1
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Responsible to: Deputy General Manager	Responsible for: None

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Strong awareness of diversity and inclusion	✓		A/I
A knowledge and understanding of current waste management, recycling and environmental issues		✓	A/I
Experience			
Experience of using MS Office-based IT including email, MS Word and Excel spreadsheets	✓		A/I
Practical experience in delivering waste and recycling modelling projects for or on behalf of local authorities or waste management contractors including use of a range of tools and models	✓		A/I
Experience and knowledge of using databases, MS Access and other analytical tools		✓	A/I
Skills			
Good written English and verbal communication skills, including the ability to communicate technical information and results in an accessible format	✓		A/I/T
Excellent data research, collection and analysis skills including the ability to work with and manipulate large datasets	✓		A/I
Excellent level of numeracy demonstrated both academically and practically	✓		A/I
Excellent IT skills including advanced Excel skills, preferably including VBA		✓	A/I
Ability to quickly learn how to use existing internal and publicly available modelling tools	✓		A/I

A methodical and rigorous approach with a high level of attention to detail and ability to produce work of a consistently high standard	✓		A/I
Good organisational and planning skills with ability to prioritise workload and meet deadlines	✓		A/I/T
An ability to work on own initiative as well as working as a member of a team	✓		A/I
Ability to develop positive effective working relationships with a range of people	✓		A/I
Qualifications	Essential	Desirable	Assessed

A – Application form / CV

I – Interview

T – Test

C - Certificate