**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Project Co-ordinator (Multi Utilities)

**Vacancy Reference:** TBC

**Salary:** Competitive

**Department:** TBC

**Reporting To:**  Project Manager

**Hours of Work:** Full Time

**Base:** Preston

**Contract Type:** Permanent

**JOB SUMMARY**We have an exciting opportunity for a Project Co-ordinator to join our growing team. Based in our Preston office, you will be responsible for delivering a variety of coordinating tasks such as works control reporting, scheduling, risk management and general administrative tasks.

**Required Critical Behaviours**

* Previous work experience with utility companies in project delivery or operations.
* It is preferable to have a good general knowledge and understanding of Energy and utility networks, IDNO and MAM.
* Expertise across all aspects of projects, from source to delivery and handover including the generation of work packs and project administration.
* General utility industry knowledge and practical understanding of utility work is essential.
* High level of numerical and written accuracy
* Post-secondary education
* Strong IT skills, including all Microsoft packages
* Good risk analysis skills
* Ability to work under pressure, within a deadline driven environment
* Excellent communication skills, both verbal and written
* Highly motivated and driven
* Great organisational skills
* Able to use own initiative as well as working as part of a team

**Duties and Responsibilities**

* Generate and close pre- and post-work job packs.
* Track project progression and requirements with the operation staff and management.
* Assist managers in obtaining stat drawing information from existing networks.
* Liaise with stakeholders to coordinate project activities, enabling a smooth project execution.
* Assist in the administrative accuracy of project cost allocation and coding of time and materials to work orders.
* Produce and deliver reports to show status, cost, and risks to PMO
* Assist with risk management, to address any potential risks in the project
* Tracking and updating progress against the detailed project plan, ensuring all KPI’s are met
* Liase with Local Authorities and suppliers regarding permit/notice compliance
* Respond to customer enquiries, ensuring accurate information is provided and any problems are resolved
* Document costs, to ensure budget control
* Occasionally attend site visits

**ABOUT US**

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each and every time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK.  As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we are able to take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann’s is the right place for you.

**WHAT WE OFFER**

In return we offer an opportunity to work on some of the UKs most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

* 25 days annual leave entitlement, plus bank holidays
* Competitive salary
* Discount gym membership

**EQUALITY, DIVERSITY & INCLUSION**

J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation.

In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

* A workplace that is free from unlawful discrimination, harassment, or bullying
* Inclusive practices and behaviour in the workplace
* Equal access to benefits and conditions
* Fair allocation of workloads
* Competitive merit-based selection processes for recruitment and promotion
* Accessible processes to deal with work-related complaints and grievances

**HEALTH & SAFETY**

Every employee is responsible for their own safety and the safety of other in the workplace and has a duty to report any issues or perceived risks to their line manager in the first instance or the Health and Safety department.

  

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Factors** | **Description** | **How Assessed (A/I/Q)** |
| **Qualifications** | Post-secondary education | Q |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Experience** | Working on and delivering multiple projects | A |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Skills / Knowledge** | Expertise across all aspects of projects, from source to delivery and handover | A/I |
| Risk analysis skills | A |
| Strong IT skills | A |
| High level of numerical and written accuracy  | A |

|  |  |  |
| --- | --- | --- |
| **Personal Attributes** | Highly motivated and driven | I |
| Excellent communication, verbal and written | A/I |
| Ability to work under pressure | A |
| Organised | I |

|  |  |  |
| --- | --- | --- |
| **Other** |  |  |
|  |  |
|  |  |
|  |  |

**\*A= Application Form I=Interview Q=Qualification/Certificates**