

ROLE TITLE:
Project Co-ordinator

CONTRACT TYPE:
Permanent - Full Time

START DATE:
Flexible
LOCATION:
London
CLOSING DATE:
22 November 2021

SALARY:
£25,000 - £29,500 plus benefits
depending on experience

Company Profile:

Skelly & Couch is a dynamic firm of award-winning building environment and services engineers based in London and Bristol. Our purpose is to create a better and more sustainable built environment. Our designs not only aim to use less energy, but also perform environmentally and socially; be efficiently maintained and operated; and have the flexibility to stand the test of time. Our work is recognised across the industry and our projects have won many awards, including having one project shortlisted for the coveted RIBA Stirling Prize for the past four consecutive award years. Our approach is to develop our engineers to master all aspects of environmental and sustainable design, rather than following the widespread approach of specialising in disparate disciplines. Each of our engineers possesses a broad range of core engineering/scientific skills and knowledge which empower them to help our clients and collaborators solve complex problems. The more knowledge we individually and collectively possess, and the more our skills are refined, the more complex the problems we can solve and the greater our ability to lead and help tackle the climate emergency. We therefore encourage all employees to work together to develop their roles and knowledge in all areas.

Role Purpose

The **Project Co-ordinator** role is an opportunity for a non-engineering-trained person to contribute to our goal of creating a better and more sustainable built environment. Project Co-ordinators allow us to expand the range of skills and competencies within an internal project team to further complement the diverse abilities of our engineers. They provide vital project and quality management support essential for the smooth running of the project from inception to post-completion aftercare, and help us to achieve our ambitious goals.

Duties & Responsibilities

The Project Co-ordinator will be working within a team of up to 10 Engineers and will perform an integral role in the delivery of a variety of projects from early-stage design to construction to post-completion and aftercare. The successful applicant will develop a broad knowledge of projects within their group and be key to the project management and co-ordination of information flow within the group and to clients and design teams.

General Responsibilities

- Contribute to discussions within the office in respect to projects, general quality, administration and office issues
- Maintain skills base and learning. Ability to assess own competence against training objectives and identify development needs and training action plans. Have an understanding of the appraisal scheme, CPD obligations and competency requirements relating to self and others.
- Assess the task to be done, plan/schedule work and manage time; decide when to allocate work to other people; maintain the flow of information; follow technical procedures, check work at an appropriate level and against appropriate standards and specification.
- Keep well-organised personal records of work undertaken
- Build and maintain relationships with other design team members (Project Managers, Architects, Structural engineers, etc.) in order to act as first port of call for any co-ordination and information-related queries
- Have understanding of different communication methods and when to use them
- Have understanding of the protection of client confidentiality, the need to adhere to corporate and institutional policies on ethics and diversity and maintain the professional obligation to make a contribution to society.

Project Management

- Task to-do lists (review meeting minutes, information required for schedules)
- Manage project management plans and tasks at different work stages
- Manage client brief development and recording
- Review and manage the quality of engineers' output in terms of checking the correct processes and procedures are followed (non-technical)
- Help the group leaders manage/plan which jobs to allocate engineers to
- Liaise with accounts regarding invoice scheduling on projects
- Support with the management and tracking of live project information – RFI/Technical submittals schedules, Risk register
- Assist Directors/Project leaders in preparing monthly progress reports
- Update above based on changes in programmes
- Project manage surveys and subcontractors
- Manage appointments, purchase orders, etc.
- File e-mails
- Help manage and process new enquiries
- Assist with liaising with clients following project completion to provide aftercare and gather feedback, in-use performance data and lessons learnt.

Document Control

- Manage the filing and dissemination of key project documentation in line with standards, including e-mails, briefing information and reports
 - Prepare, upload and issue drawings, specifications and schedules
 - Manage various collaborative document control systems specific to projects
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General Admin

- Assist with answering phones when required
- Assist with processing/checking expenses
- Organise annual and bi-annual appraisals for team
- Arrange travel for team members when required
- Organise utility/site surveys
- Organise team events
- Arrange couriers and printing.

To begin with, you will work under the guidance of both the Senior Project Co-ordinator and Quality Assurance Manager until such a time that you can become largely autonomous and more integrated in the engineering teams.

Knowledge / Skills

The successful candidate will have the following skills and knowledge:

- Excellent interpersonal skills and experience of communicating and collaborating with people at all levels (internally and externally)
- Strong administrative skills - organised with exceptional attention to detail
- Ability to approach problems analytically and apply critical thinking
- Thorough writing, editing and proofreading abilities
- General working knowledge of MS Office applications
- Ability to multi-task and work efficiently on a number of projects at one time
- Ability to work autonomously as well as part of a team
- Will be reliable, hard-working and flexible and have the enthusiasm to help others
- Will be proactive and motivated and have a thirst to learn new things and expand their knowledge and contribution
- Possess an interest in what we do, creating better buildings and addressing the climate emergency.

The following skills, knowledge or experience are desirable but not essential:

- A working knowledge and understanding of the RIBA work stages/process and how they affect us
- Experience with AutoCAD and/or Revit
- Ability to plan/organise other people's time effectively in order to meet tight deadlines
- Experience of quality management / document control processes
- An interest in project management

Qualifications and/or Experience

Essential

The successful candidate will have the following qualifications and experience:

- A Degree Level Qualification

- A minimum of 3 A-levels at Grade C [6] or above.
- Minimum of 2 years' experience working in a similar office environment.

Desirable

The following qualifications and experience are desirable but not essential:

- Project Management Qualifications
- Construction Industry-related Qualifications
- Building/Design Industry Experience
- Quality Assurance Qualifications.

Location and Hours

The role is envisaged to be predominantly office based (in our central London Office – N1 7SB). Standard office hours are 9am to 6pm with 1 hour for lunch [40 hours a week], but the practice employs a flexible working policy, and flexible working practices can be discussed and mutually agreed at any point. Some reasonable flexibility on behalf of the employee would also be expected in the case of closing project deadlines.

What we Offer

In addition to the salary stated above, we offer the following:

- 5 weeks' paid holiday (in addition to bank holidays)
- A company self-investment personal pension scheme with employer contributions
- BUPA private medical cover
- Life and Critical Illness Insurance
- Salary sacrifice schemes such as: childcare vouchers, cycle to work and payroll giving
- Independent health and wellbeing support, including remote GP and mental health support, and physiotherapy
- Employee Bonus and Staff Incentivisation Scheme
- Opportunities to earn shares in the business over the long term
- Flexible working arrangements
- A relaxed, inclusive, supportive and friendly working environment
- The opportunity to work on interesting and challenging projects
- Exceptional personal and career development opportunities within an ambitious growing business.

How to Apply

If you are interested in being part of our team, we would love to hear from you. Please send the following information/documents to screcruitment@skellyandcouch.com.

- a CV outlining your qualifications and experience
- a cover letter describing in more detail why you are interested in the role, your medium to long-term aspirations and how you believe you will be able to contribute to the practice's long-term vision and goals
- salary expectations.

You will also need to demonstrate that you are eligible to work in the UK.

Additional Information

- *The position is available for an immediate start.*
- *We promote and value diversity in our workforce as we believe it is important to maintain a broad collective view when tackling the challenges that surround today's built environment. This includes people with disabilities so please do feel free to discuss any adjustments that you may require throughout the recruitment process with us.*
- *All correspondence related to the recruitment process will be by email and we will never ask for bank details as part of the selection process.*

