

Project Delivery Coordinator

Hawkins\Brown Job Description

Reporting to:

Project Delivery Directory

Role:

The key objective of this position is to ensure Hawkins\Brown's project delivery and document management is of the highest possible standard by assisting with document control and project processes office wide.

Preferred software knowledge:

- MS Office
 - Newforma
 - EDMS systems such as Conject, 4Projects, Asite, etc
 - Celoxis
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Key Areas of Responsibility:**Document control**

- Building working relationships with the project teams
- Working closely within the project delivery team to ensure consistency of data production
- Communicating document control procedures to the design studios and providing technical and procedural support to the teams
- Assisting project teams to create detailed document checklists and drawing sets throughout the life of a project
- Issuing outgoing drawings and documents using various electronic data management systems
- Recording incoming drawings and documents
- Maintaining document control filing, archiving and retrieval using internal or externally specified systems
- Assisting with production, review control, printing, filing, scanning and uploading of documentation
- Taking necessary care to properly protect the confidentiality, integrity and availability of corporate information from unauthorised disclosure, modification or destruction.
- Assisting with the revision of document control policies and procedures as and when required, including updating the practice's guidance notes
- Assisting with general queries with regard to project delivery across the design studios

QA

- Assisting in managing the quality assurance processes in the practice
- Liaising with the design studios to ensure they are following our ISO9001 quality procedures.
- Setting up project filing systems and arranging project review meetings
- Conducting internal QA audits

Newforma and other EDMS systems

- Working closely with the project teams to maintain best practice procedures for using the Newforma software across the studio, particularly with regard to document control functions
- Providing training and oversight for the Newforma system and providing other technical EDMS training as required

Knowledge management

- Providing a central point of contact, control and coordination of project information developing and maintaining systems to monitor, track and chase progress on requests to ensure conformance to standards across all Hawkins\Brown design studios;
- assisting with administration and management of the practice's 'Knowledge Champions' group

Celoxis

- Providing training and ongoing assistance with Celoxis programming software for project programming. (Training for this can be provided.)

Skills required:

- Experience providing coordination and support in a programme or project environment
- Experience operating across multiple projects at any given time
- Good communication skills, written and verbal
- Good stakeholder management skills
- Meticulous and highly conscientious
- Strong attention to detail, with knowledge of document management standards, procedures and instructions
- IT Literate, ideally with a knowledge and interest in programs for records, document and data management, archival practice, retention and storage
- Possess a 'can do' attitude and be a team player in a busy environment
- Ability to learn how to train others to use programmes, and training on processes and procedures

These are the key tasks as currently defined. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the position and the level of responsibility implied in it.