

# QA, Projects and Document Coordinator

## Hawkins\Brown Job Description

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**Reporting to:**

Project Deliver Directory

**Role:**

The QA, Projects and Document Coordinator is responsible for coordinating, administering and assisting in the development of the practices QA systems, project review process and ensuring consistency across the whole studio on projects. They are also responsible for the management of documents and project records using the appropriate electronic data management system.

**Level of Qualification:**

- Degree or Diploma in Business Administration and a Degree or Diploma in Project Management or a related field.
- PRINCE2 Foundation
- Comprehensive knowledge of ISO 9001 and 14001 standards
- Advanced IT skills

**Required software knowledge:** MS Project, Focal Point, Conject, Newforma, 4Projects, or other EDMS & PIM- Project Information Management Systems

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**Key Areas of Responsibility:****Quality Assurance Coordination**

Working with the Project Delivery Director and others, this role is responsible for coordinating the development and day to day management of the practices quality assurance procedures under ISO 9001 and 14001.

This includes:

- Analysing and examining current operating procedures and quality control procedures to determine how quality may be improved;
- Examining operating procedures to ensure processes and outputs meet ISO 9001 and 14001 standards and implements changes necessary to ensure compliance;
- Preparing work flow charts for individual studios and providing training and guidance on processes, work methods and quality and ISO standards;
- Assisting in the effective implementation of relevant QA office systems and working with the practice's external QA consultant and HB System Owners in developing protocols for record keeping, data control and communication streams;
- Working with our external QA consultant to ensure standards are met;
- Working closely with others to drive efficiency and consistency within the business.

**Project Programming and Coordination**

Recording, monitoring and reporting project progress by coordinating with key contributors and stakeholders to ensure deadlines are achieved.

This includes:

- Championing the project review process in the studio by coordinating, attending and reporting on project reviews;
- Monitoring project progress in accordance with RIBA project stages and coordinating with project teams to schedule work stage reviews;
- Inputting data into Focal Point as required. This includes generating new job numbers;
- Assisting project teams by coordinating and supervising the programming of project activities via MS Project and Focal Point;
- Working with Project Delivery Director and other Project Leads to understand the aims, objectives and requirements of each project to ensure all projects progress through stages on time to quality standards;
- Assessing and monitoring key programme milestones, dependencies, linkages and risks and responding through the coordination of Project and Work Stage Reviews;

#### **Document Control**

- Analysing plans, drawings, and specifications to identify defects in documents and ensuring accuracy and reliability in line with quality and contractor specifications and proposing corrections to documents;
- 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;
- Knowledge of PAS1192 and BS1192:2 methods for managing the production, distribution and quality of construction information;
- Developing and managing project filing, recording and reporting systems;
- Ensuring protection of the confidentiality, integrity and availability of corporate information from unauthorised disclosure, modification or destruction;
- Providing training and oversight for the Newforma system and providing other technical EDMS training as required.

#### **Skills required:**

- Significant experience providing coordination and support in a programme or project environment
- Experience operating across multiple projects (small - large scale) at any given time
- Strong working knowledge of Focal Point
- Good communication skills, written, verbal and aural
- Good stakeholder management skills
- Meticulous and highly conscientious
- Knowledge of Project Management Methodologies such as PMBOK or PRINCE2
- Previous experience of maintaining risk registers and issue logs
- Strong attention to detail, with knowledge of document management standards, procedures and instructions

These are the key tasks as currently defined. They are not listed in priority order. 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.