



Job Title: Project Co-ordinator
Grade: Y4a
Reports To: Programme Manager
Number of Reports: Nil

Key job element

Ensuring Project Management activities are delivered to the required quality and timeframes, and project governance and assurance requirements are met.

- Maintain other PMO documentation, including dependency maps, annual budget, programme level risks & issues, and progress reports
- Maintain programme plan, and make recommendations to resource allocation for pipeline work
- Co-ordinate supporting documentation and reports for each Programme Board meeting
- Co-ordinate the PMO diary of meetings and take note/actions at meetings
- Co-ordinate stakeholders to enable project business case approvals
- Collate project status reports and escalate key risks and issues as appropriate
- Coordinate and prepare various reports and presentations as required
- Facilitate regular peer reviews of project documentation between projects
- Support delivery of small changes
- Support Project Managers as required on larger projects

Person Specification:

This area focuses on skills and knowledge required in the role.

Essential Criteria

- Intermediate to advanced level in Microsoft Office applications.
- Experience of providing project management support
- Confident and experienced in dealing with people of all levels of the organisation.
- Ability to prioritise workload with an attention to detail
- Ability to work independently with minimal supervision when necessary
- Proactive and positive attitude with a calm and methodical approach to work
- Ability to learn new tasks, systems, and skills quickly
- Able to coordinate and motivate a team towards a common goal using a consultative approach
- Highly organised to ensure critical control deadlines are met weekly, monthly, quarterly
- Strong customer service orientation.
- Comfortable under pressure and commitment to tight timeframes
- Highly organised with an eye for detail
- Ability to build trusting relationships with key external and internal stakeholders

Desirable Criteria

- Educated to degree level
- Holder of a project management qualification
- Experience in the Housing or Public Sector

- All employees are expected to be flexible within the scope of the role

*Your Homes Newcastle's Core Values play an integral part in determining our culture going forward and ensuring a progressive, sustainable and healthy working environment for our staff. Our values, practices and behaviours are at the heart of this and how our staff do things is as important as what we do. Our values are Be **Ready**, Be **Amazing**, Be **Revolutionary**, Be **Energetic**.*

*It is no coincidence that our values spell out the word **RARE**. We want YHN to be known as "unusually good or remarkable" and an organisation with people that "stand out from the rest".*

We expect our people to demonstrate the following behaviours:

Be ready - together we're prepared for anything:

This value is about being "prepared, willing, eager and prompt".

The behaviours we expect are:

- Take responsibility to keep up to date
- Take ownership
- Make best use of time and resources
- Own your development and that of others
- Work as one team cooperatively
- Be prepared to contribute
- Be organised and on time
- Share information, knowledge and good practice
- Be adaptable and flexible

Be amazing – we'll exceed expectations

This value is about being "passionate, impressive, excellent and progressive".

The behaviours we expect are:

- Care about people and YHN
- Take pride in what you do
- Behave with sincerity and integrity
- Be your best and inspire others to be theirs
- Do right by our customers
- Have a desire to make things better and improve lives
- Be an advocate for YHN
- Learns from mistakes

Be revolutionary – have courage and be bold

This value is about "leading the way, involvement in change, engagement, being radically new or different and being creative".

The behaviours we expect are:

- Prepared to be different
- A positive influence on others
- Consider and think of imaginative solutions
- Decisive and unafraid to do what's best
- Prepared to challenge constructively
- Open-minded, tries to say 'yes' more than 'no'
- Supports and promotes change

Be energetic – making every day count

This value is about "vitality, being interested, keen, inspirational and motivated"

The behaviours we expect are:

- Passionate in all you do
- Is up for the task
- Celebrates achievements
- Is able to “bounce back”
- Is motivated and enthusiastic
- Challenges poor performance and negative attitude