

ORGANIZATIONAL CONTEXT

Job Title	Project Management Coordinator Lead
Job Code	Specialist – 2 or 3
Grade	4-5
Affairs	Asset Affairs
Department	Roads O&M
Section	Enablers
Team	Project Management Office
Date last updated	25 March 2014

JOB CONTENT

Role Objective

Monitor portfolio of projects, ensuring they are updated regularly and that project managers have sufficient capable resources to meet deadlines. Maintain regular liaison with all project managers and stakeholders on the progress of projects. Forecast and monitor the financial performance of the projects portfolio, providing regular (minimum monthly) detailed reports, comparing actual and forecast performance to plan expectations and explaining variations.

Maximise operating efficiency, so that projects portfolio is delivered in compliance with the Project Control System to agreed standards and targets. Implement quality improvements when opportunities arise. Deliver revenue within agreed budgets. Act decisively to rectify any adverse circumstances that threaten the delivery of project quality or schedule.

Job Roles & Responsibilities

1. To manage and coordinate a portfolio of multidisciplinary or single discipline projects.
2. Responsibility for monitoring the project portfolio against the businesses agreed financial expectation
3. To provide leadership to a team of project managers who are responsible for managing contracts awarded through Assets Affairs.
4. Carry out line management duties for direct reports.
5. Ensure compliance with Health, Safety, Environmental and Assurance regulations.
6. Ensure that all team members operate according to Ashghal's published strategies and have a clear understanding of the systems and processes of the Project Management Office.
7. Conduct weekly reviews with activity managers and/or project teams
8. With the support of the commercial team, ensure that contracts are in place before work commences
9. Approve expenditure within limits of delegated authority.
10. Maintain and develop stakeholder contacts to maximise efficiency and effectiveness opportunities.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Degree or equivalent qualification in suitable engineering discipline.

Desirable

- Membership of recognised engineering / project management institution

Technical requirements

- Computer literate and thoroughly conversant with MS Office suite
- Experienced in the use of project management software
- Knowledge of financial and contract management control systems.
- Demonstrates ability to implement and meet targets
- Proven ability to lead a team

The Individual

- 5-10 year experience in a related industry sector with experience in project management
- Enthusiastic, energetic and able to work with diverse resources to obtain timely accurate data
- Able to implement and support a customer-centric approach.
- Able to manage, develop and motivate a team
- Ability to communicate at all levels within the organisation