

STEWARTS

Job description

Job title:	Project Coordinator
Reporting to:	Head of Projects
Department:	Project Management
Purpose of role:	The primary purpose of this role is to provide support to the Stewarts Projects team/Chief Strategy Officer in the delivery of strategic programmes and projects for the firm. The Project Coordinator will maintain a view of all aspects of a project, ensuring that project documentation is up to date, that projects stay on track, assist project team members in task completion, prioritisation and issue management. In addition the Project Coordinator will work with Project Managers to track all costs for projects.
Hours:	Permanent, full-time
Reviewed:	June 2023

Job responsibilities:

- Provide project support to members of the Projects team/Chief Strategy Officer and carry out general administrative tasks for the team as and when required.
- Assist with creation of project plans, project proposals, timelines and budget.
- Help maintain the project plan; monitor progress against the plan, coordinate project activities and resources.
- Maintain risk, issue and action logs for projects.
- Assist with maintaining the project templates and library, ensuring all documents are filed in the appropriate location.
- Assist with preparation and submission of regular project update reports as required and act as a point of contact for the project team on project status.
- Arrange and coordinate project team meetings, document actions agreed and ensure relevant project documents are updated.
- Cover project team meetings when a Project Manager is unavailable.
- Assist with the creation of project communications, presentations, training materials etc as required.
- Follow the Stewarts project management methodology and standards and promote the use of these standards throughout the team; assist the team in creation and update of related documentation.
- Assist with research and review functions such as requirements gathering, specifications and modelling solutions.
- Liaise closely with key stakeholders across the various practice areas, building effective working relationships.
- Assist with the business case and the end-user requirements for all new systems and projects.
- Assist with the coordination and (where required) execution of user acceptance testing and training.

- Document and perform quality assurance/testing tasks when required.
- Carry out all other project and business change/strategy related duties as assigned by the Chief Strategy Officer.

Qualification & Experience:

- Preferably educated to degree standard.
- Project Management qualification is desirable, ideally APM or Prince 2 foundation level.
- 2 years or more experience within a law or accountancy firm is desirable but not essential.
- Experience of using or supporting popular, notable legal IT systems within core DMS, PMS and CRM disciplines is highly desirable.
- Experience with Microsoft Office Suite (Excel, Word, PowerPoint, Visio)

Job skills:

- Strong verbal and written communication skills.
- Strong logical and problem-solving skills.
- Willing to travel for multi-site projects.
- Ability to work well under pressure.
- Must demonstrate patience, tact, empathy and be able to communicate effectively with all members of the firm.
- Proven ability to manage multiple assignments simultaneously while meeting deadlines and quality standards.
- Proven ability to work well in individual and group problem solving situations, effectively using judgment and reason.
- Skills in solving problems, making judgements, and resolving conflicts.

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately.
- Shares information and ideas.
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates.
- Shows sound judgement and decision-making skills; acts within boundaries.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team player.
- Reflects the firm's culture.