



# Project Co-ordinator

## JOB DETAILS

Job Title:	Project Co-ordinator
Reports to (title):	Head of Finance and Core Services
Date:	January 2019

## PURPOSE OF THE JOB

To provide effective and efficient co-ordination, administrative and project support to projects within the Central Executive Team focusing in 2019 on Publishing.

## PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

### Publishing Management Support:

- Co-ordinate meetings and support for Publishing Management and Cochrane Library Roadmap planning meetings including: production and dissemination of agendas and supporting papers; minutes and action items follow up to agreed timelines.

### Project Support

- Scheduling and booking project meetings
- Supporting meetings as required including co-ordinating agendas, taking minutes, recording action items and circulating paperwork.
- Managing project folders and documentation in Dropbox and Confluence.
- Assisting in monitoring and reporting of project tasks and following up action items to ensure they are completed to agreed timelines.
- To liaise effectively with project team members and external stakeholders as required
- Provide back up support to the admin team within the CET
- Undertake any other duties considered appropriate to the role

## PERSON SPECIFICATION

### Essential

- Previous experience within project / programme environment or equivalent

- Understanding of principles and methods for coordination of multiple projects
- Ability and confidence to problem solve and use initiative in a complex project environment
- IT literate - for a variety of tasks including Excel, word, power point
- Proven ability to deliver in a timely and professional manner
- Excellent communication skills; verbal, written and presentation
- Ability to prioritise and manage own workload amid conflicting demands and during busy work periods.
- Excellent interpersonal skills.
- Ability to communicate confidently with a range of diverse contacts at all levels.
- Proven ability to work under pressure and to tight deadlines.
- Ability to exercise discretion and diplomacy in dealing with confidential or sensitive matters.
- Attention to detail/accuracy.
- Adaptability.

#### Desirable

- Experience in co-ordinating a commercial tender
- Experience of co-ordinating an office relocation

#### KEY INTERFACES

Internal: Cochrane Senior Management Team, Central Executive Team, Cochrane Library Product Lead

External: Suppliers, professional advisors, publishers

#### DIMENSIONS

Budgetary responsibility: None.

Number of direct and indirect reports: None