



## Project Coordinator Project Management Unit

**IMC Grade:** Assistant Consultant

**Responsible to:** Senior Technical Director - Trade & Investment & PMU

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### The Role

**Do you like to bring order to support progress?  
Do you understand time and cost benefits that are associated with strong Project Management? – If so, we would like to hear from you!**

The PMU is looking to add an exceptional individual to support our amazing team of Project Managers and assist them to introduce innovation and efficiency across various programmes and projects, both internally and directly provided to external clients.

Our team's clear ambition is for Assistant Consultants to progress into competent Project Managers, each able to work independently and within teams on complex multi-year, multi-location and multi-sector programmes as well as some really exciting, small and niche projects and programmes.

You will need to be able to demonstrate clear interest and skills in project and financial management and be prepared to confidently contribute to innovative thinking as a benefit offered to IMC and our clients. As a team the PMU acts with integrity and in total support of all IMC Corporate values and we do so with a smile on our faces in a highly positive and collaborative environment – especially at times of high intensity and pressure.

## Main responsibilities

- Your prime objective will be to assist the Project Managers (PMs) to deliver projects to time and on budget. You will be a PMU-wide resource and will work with multiple PMs at any one time and will therefore demonstrate an ability to effectively prioritise tasks and requests.
- You will assist in contracting and mobilising staff and consultants, by working with the PM and Project Support Officer to select and complete the necessary paperwork, permissions and processes.
- You will assist the PM to manage budgets, by recording, tracking and reporting of financial positions. You will process both sales and purchase invoices and so an attention to detail is vital to alert the PM to issues and variations from the plan.
- You will prepare engagement contracts for both individuals and sub-consultants and help develop a project's Terms of Reference.
- You will regularly communicate with different personalities across projects and will help the PM manage relationships with senior and specialist colleagues and subcontractors; industry representatives and Government clients.
- You will organise (and actively participate in) internal and external meetings – face-to-face; skype or by telephone.
- You will take ownership of the PMU Intranet site and actively manage the PMU Training programme to ensure they both remain relevant, current and interesting.
- You will support the PMU to develop and create exceptional fee-earning Project proposals that create new revenue streams for IMC Worldwide, from externally contracted project management.
- Finally – you will be prepared to provide whatever support is required by PMs to ensure success and become a champion for the benefits of sound Project Management techniques.

## Team Environment

The post holder will work closely with all Project Managers and the Senior Technical Director (Trade and Investment and PMU). You will join a growing team of 9.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required. For this role, some national and international travel may be required to work with colleagues and partners.

You may be asked to complete the PRINCE2 foundation course during your first year of employment.

**To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.**

**Hours of work** – This role is a full time position  
Full Time working hours are 37.5 per week

**Salary** – Competitive salary based upon experience

**Annual leave** – 25 days of annual leave plus 8 bank holidays.

The holiday year is 1st January – 31st December

**Location** – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.

**Benefits** – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

**The closing date for applications is  
Friday 6 July 2018**

## PERSON SPECIFICATION: Project Coordinator - PMU

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications, understanding &amp; training:</b>   |           |           |
| Degree qualification   |           | X         |
| Finance, Project Management or Excel training  |           | X         |
| <b>Experience:</b>   |           |           |
| Experience of contract negotiation, contract management or contract issuance   |           | X         |
| Experience of working in a process support function, ideally in a consultancy  |           | X         |
| Experience in developing and coordinating commercial proposals   |           | X         |
| Experience in procurement management   |           | X         |
| Experience undertaking the financial management of projects  |           | X         |
| Experience of working in international development   |           | X         |
| Experience working in project management   |           | X         |
| <b>Abilities &amp; skills</b>  |           |           |
| Excellent organisational skills and the ability to multi-task under tight deadlines  | X         |           |
| Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy | X         |           |
| Excellent written and verbal communication skills  | X         |           |
| Flexible and adaptable with an ability to adapt appropriately within various situations  | X         |           |
| Strong analytical skills   |           | X         |
| Good project planning skills   |           | X         |
| Confidence and enthusiasm  | X         |           |
| Co-operative and supportive team player  | X         |           |
| <b>Personal:</b>   |           |           |
| Close attention to detail and ability to articulate guidelines and changes clearly and effectively                                       | X         |           |
| Neat and logical approach to working   | X         |           |
| Excellent and open work ethic and ability to prioritise effectively  | X         |           |
| Approachable and open to new ideas and suggestions   | X         |           |

## IMC Competency Framework: Project Coordinator - PMU

| Competency                                      | D | I | A | S |
|---|---|---|---|---|
| IMC values and ethics                           | X |   |   |   |
| Business insight                                | X |   |   |   |
| Bid and project management                      | X |   |   |   |
| Technical/area specialisation                   | X |   |   |   |
| Relationship management and working with others | X |   |   |   |
| Leadership and resilience                       | X |   |   |   |
| Impact and influence                            | X |   |   |   |
| Decision making/ planning and organising        | X |   |   |   |
| Results orientation and continuous Improvement  | X |   |   |   |
| Financial and commercial awareness              | X |   |   |   |

**Key:**

*D – Developing*

*I – Independence*

*A – Accomplished*

*S - Senior Management Level*