



Consulting with Experts

## **Job Description**

### **Project Coordinator**

#### **UCL Consultants (UCLC) London**

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**Reports to:** Senior Project Manager

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#### **Job Purpose:**

The Project Management Team at UCLC support and enable the UCL academic community to deliver consultancy projects and bespoke training courses to external clients in an efficient and effective manner. In doing so UCLC acts as an interface between the external clients and academics, with the overall objectives of ensuring the delivery of projects to scope, quality, time and budget. UCLC has a large portfolio of projects ranging from small individual consultancies to large, multi-year projects, covering all of our four service areas, the breadth of UCL's academic expertise from arts to science, and nearly all corners of the globe. We provide project management services for an increasing number of these projects.

The position holder will have support from Project Managers in delivery of their projects, so this position would suit a candidate with some project management, proposal development and event management experience and looking to take their next step towards becoming a Project Manager.

The position holder will:

- Provide Project Management support for consortia led projects, competitive tenders, bespoke training courses, private consultancy engagements and other consultancy projects both in the development and delivery stages led by team members from UCLC.
- Be responsible for the day-to-day project and data management of a variety of different sized consultancy and bespoke training course projects. Activities will include, but are not limited to, working with our legal team to set up and monitor client contracts/ subcontracts, stakeholder engagement including ongoing communication with academics and clients, monitoring and reporting on deliverables, milestones and project finances, detailed project planning and ongoing operational project support. Some of these projects include a large amount of in-person/ online course planning and co-ordination, including the development and management of online learning platforms and delivery. As such any experience in large scale event management and/ or previous online learning platforms would be desirable, although not essential.
- Ensure the effective management of such projects and events by ensuring adherence to the contractual requirements, work plan, budget and UCL regulations, for example.

- Support the management of client relationships, liaise with leadership for decisions on pursuing opportunities, support the development of proposals and costings.
- Provide day-to-day support to the team and provide input into the development and review of project management tools and templates.

## **Key Duties and Responsibilities:**

### **Responsibilities**

- Overall efficient day-to-day management of consultancy projects and in-person/ online courses.
- Liaison with clients, external stakeholders and project collaborators including acting as the point of contact through telephone, email and web-based enquiries.
- Support the governance and oversight teams of projects.
- Support the Project Managers on project related tasks within the Project Management portfolio.
- Co-ordination and implementation of individual project tasks including monitoring resource efforts, financials and project milestones, and liaising with internal and external stakeholders.
- Creation and ongoing maintenance of relevant project templates, co-ordination of project files and general administration.
- Support the in person/ online delivery and management of bespoke training courses, including providing services such as event planning and delivery and online platform management.
- Provide regular and ad-hoc information, both written and verbal, to project stakeholders.

### **Project Planning and Monitoring**

- Monitor project stages to oversee adherence to project plans and timelines, and provide ongoing updates to the team.
- Produce regular internal and external project reports and organise project review meetings.
- Identify issues, risks, lessons learned and potential slippage in the project plan and support decision making by developing options for possible solutions.
- Oversee the tracking and maintenance of records and files of all correspondence, minutes and reports in an accurate and timely manner.

### **Financial Planning and Monitoring**

- Monitor expenditure on the project, liaising with the lead academic and UCLC Finance Team as appropriate, together with their equivalents in collaborating institutions, co-ordinating issues with the Project Manager.
- Prepare and submit reports on expenditure and activity as required by the various funders and institutions involved.
- Process project expenses, and update project expenditure tracking sheets.

## **Operational**

- Set up and maintain record-keeping systems to include: project progress, future agendas, presentations and project publicity materials, outcomes and issues pending from the steering group (or similar) and other structures established to oversee the project.
- Plan and organise project meetings and other events, including logistical arrangements (e.g. catering, travel, room bookings), preparation and circulation of agendas and papers, and taking minutes.
- To work closely with academic and support staff across UCL to develop effective working relationships.

## **Project development**

- Provide advice, coordination and support on proposal development, costing, pricing and submission, liaising with academic and UCLC colleagues as appropriate.
- Complete the relevant administrative and operational tasks as part of the project set up process.
- Support academic staff in client relationship management in line with the consultancy strategy.
- Support activities with other externally-facing services at UCL.
- Obtain client feedback on completed consultancy projects as a part of a process of continuous improvement.

## **In carrying out the above duties, the Project Coordinator is expected to:**

- Work expeditiously and with professionalism to ensure the business is organised efficiently.
- Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information.
- Adhere to UCLC policies including organisational standards, Financial Regulations and Equal Opportunities.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Maintain an awareness of UK General Data Protection Regulations and apply where necessary.
- Participate in staff meetings and training as required.

In addition, the post holder will be expected to carry out any other duties and responsibilities within the scope, spirit and purpose of the post and its grading as requested by the line manager.

**Note:** The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder.