



### **Job Description**

<b>Job Title:</b>	Project Co-ordinator (CDE022)
<b>Reports to:</b>	Capital Project Manager
<b>Team:</b>	Capital Engineering Delivery
<b>Location:</b>	Dinas or Kinmel Park
<b>Salary Band:</b>	6 (£31,449 – £35,949)

#### **As a credible member of the Capital Engineering Delivery Team you will:**

- Coordinate a portfolio of capital projects to ensure the safe and efficient delivery of construction projects across both potable and waste water assets within their designated geographical area.
- Ensure best in class Health and Safety performance both internally and externally.
- Identify and implement best practice project delivery from across the water and other sectors of the construction industry.

#### **As Project Coordinator you will:**

- Be accountable for the delivery of planned and occasionally reactive programmes of work to a pre-defined timeline, within agreed target costs and take appropriate action to address any slippage.
- As Site Supervisor (NEC), effectively monitor and track delivery and be able to take appropriate action in the event of programme slippage and contractor cost management under NEC conditions of contract. Also ensure the Contractor's compliance with the Works Information and ensure clarity of instruction and intentions and that the Project Manager is aware of all issues relating to the contract.
- Responsible for ensuring that appropriate Health and Safety Controls and Contractor Management procedures are implemented whilst adhering to CDM legislative requirements.

#### **Principle Accountabilities:**

- Lead, support and ensure collaborative working with members of the capital design team, estates teams, operations and any other stakeholders to develop the Capital programme.
- Coordinate the delivery of agreed programmes of planned work to an agreed timeline, but also having the commitment to react to urgent business risks, whilst taking appropriate action to address any slippage.
- Support the Project Manager with all Programme Management & Commercial aspects commercial aspect of scheme delivery whereby projects are delivered within agreed target costs. In the event of additional or unforeseen work arising apply early warning protocol, reporting on compensation events as defined by the NEC suite of contracts and ensuring the Project Manager is aware of all issues.
- Ensure all projects comply with the latest CDM Regulations.

- Liaise with project design engineers during the delivery process providing key feedback on effectiveness of the design and any construction or operability issues.
- Liaise with Operational colleagues to deliver reactive schemes when required
- Ensure DCWW procedures and processes are adhered to along with key legislative policies
- Ensure project procurement and approval processes are followed so there is zero non-compliant spend
- Provide accurate, timely contemporaneous records to Project Manager
- Ensure all project handover documentation and procedures are complete before issuing of final certificates
- Help identify best practise construction techniques for engineering, and notify any proactive behaviours or work under a 'near miss' reporting procedure.
- Contribute to 'lessons learnt' analysis upon scheme completion in order to ensure that there is a continuous improvement process applied.
- Ensure the provision of accurate and timely management information
- Carry out any other duties as required meeting business needs.

Required experience, qualifications and skills	Assessment Method		
	A	I	T
Engineering background and educated to minimum of HNC level	X		
Extensive knowledge of the water and waste water industry, and in particular non-infrastructure projects.	X	X	
Knowledge and experience of water and waste water.	X	X	
Ability to provide flexibility to coordinate other types of Capital projects, for example water and waste water infrastructure projects.	X	X	
Knowledge and experience of NEC Contracts, in particular the role of site supervisor	X	X	
Experience and understanding of Health and Safety Legislation including CDM Regulations – IOSH Certificate in Health and Safety	X	X	
Ability to demonstrate commercial experience and cost management	X	X	
Demonstrate a high level of computer literacy	X		
An excellent communicator with strong influencing skills		X	
The ability to work to tight regulatory and project deadlines	X	X	

**Key:**

A – Assessed via application form

I – Assessed at interview

T – Assessed using psychometric/ability test

**Key Relationships**

**Internal**

- Commercial teams, Communications, PMO, Health & Safety, Procurement and Estates
- Day to day liaison with Operational staff regarding planned and ongoing project and on site work planning
- Capital Design Team
- Local Assets Managements teams

**External**

- Regulators - NRW & DWI
- Local Authorities highway and Utility companies

- Ofwat
- Customers

Required competencies	Assessment Method		
	A	I	
<b>Achievement and Motivation</b> – The drive and energy to produce excellent results and to continually find ways of improving relationships, outputs and processes	X	X	
<b>Communication skills</b> – The drive and ability to exchange appropriate information with relevant people at the right time. The desire and skills to seek first to understand as well as to be understood. To be as open as confidentiality allows.	X	X	
<b>Decisiveness</b> – The ability and readiness to make timely, practical and resource effective decisions, and to act on the conclusion reached.	X	X	
<b>Interpersonal Sensitivity</b> – The awareness of other people and the environment and your impact on these. The ability to get on with people in different situations and to work with others towards mutual goals.	X	X	
<b>Ownership and Reliability</b> – The readiness to take responsibility for projects or issues and to be accountable for their timely delivery and quality. The capacity and motivation to consistently deliver any undertakings made.	X	X	
<b>Resource / Project Management</b> – The ability to establish an appropriate course of action, either for oneself or for others, and to manage all resources (to include people, budgets, contracts, systems and processes) effectively, in order to achieve an objective.	X	X	
<b>Teamwork</b> – The belief in the value of synergy; understanding the part you will play in the varying teams that you work in and always helping other people to play that part as well as your own part within any team.	X	X	

**Application Method:**

- If you wish to apply **please submit a tailored CV and a Declaration Form for CV applications** (which can be obtained on the Vacancies page of the Dwr Cymru Website or the Infozone) to [recruitment@dwrcymru.com](mailto:recruitment@dwrcymru.com)
- In order to assess a candidate's suitability, CVs should be tailored to demonstrate evidence in relation to the Experience, Qualifications and Skills and Competencies listed above.

**Dwr Cymru Welsh Water is an Equal Opportunities Employer**  
**Welsh language skills are desirable for this post**