

PROJECT COORDINATOR

JOB DESCRIPTION

The core **purpose** of this role is to provide support to the Senior Management Team (SMT) to manage the project coordination activity to assist the implementation of new legislation governing the functions of the Scottish Legal Complaints Commission.

Core **tasks** will include:

- Preparing and managing individual project plans and providing an overview of the whole new legislation projects.
- Project reporting to both SMT and SLCC Board. This could include managing and updating spreadsheets, writing progress reports and summaries, producing visual data and reporting, chasing updates.
- Project meeting administration including scheduling, agendas, minutes/action logs, notes of meetings with stakeholders.
- Assisting effective communication between teams, especially around co dependencies and interfaces
- Managing unforeseen issues which may lead to project delays or impacts on other project streams.
- Carrying out research to support various projects.
- Consultation administration, event support, and analysis of consultation responses.
- Document formatting, proof reading and version control.
- Providing cross cover for other colleagues as requested.
- Working with others on policy development, communications, stakeholder engagement, and policy research
- Any other reasonable task, as requested.

PERSON SPECIFICATION

Essential Criteria

Skills

- Highly organised
- Project management / coordination
- Diary management
- Confident, accurate, and accessible writing style
- Strong IT skills (e-mailing, Word, Excel, PowerPoint)
- Confident verbal communicator who enjoys liaising with others to support and to get information.
- Enjoys helping other people and delivering good internal customer service.
- Excellent attention to detail and 'error spotting'
- Proofreading

Attributes

- Enthusiastic and motivated
- Ability to work in a team and deal with changing demand and circumstances.
- Enjoys a busy and varied workload

Desirable Criteria

Skills

- Stakeholder engagement experience
- Drafting and / or running consultations
- More complex project management and coordination experience
- Policy formation
- Business Change or Transformation experience

Attributes

- Willing to use own initiative when required
- Forward thinking and adaptable – not afraid to suggest new ways to do things more efficiently
- Clear understanding of the SLCC's role and function