
Role Descriptions

Project number

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1.0 Introduction

We are more than an architectural practice – we're a team of teams with diverse and extensive expertise. We lead projects in our unique integrated way, delivering exceptional value and a positive impact for our clients and communities.

Founded in Newcastle upon Tyne in 1953, we now have teams collaborating across the UK and internationally, with a shared commitment to our ethos of Everything architecture – to improve the quality of the world around us and, in doing so, improve people's lives.

2.0 Assistant Project Coordinator

With a positive and constructive attitude, reporting to the team leader, you will support the team to keep projects and office running smoothly.

2.1 Duties

Greeting and welcoming guests and ensuring sign in and out protocols are observed.

Ensuring that all guest and team areas are maintained, stocked and kept tidy, including common areas of the office on occasion. Stationery and communal sundries stock levels to be monitored and ordered when required.

Be the team champion for brand rules, liaising with the communications team to deliver consistency across all documents.

Maintain a thorough awareness and understanding of project data and project team contacts and ensure Rapport is up to date, preparing workflow documents as appropriate.

Maintain the project and generate reports as required.

Assist the team leader with the preparation of leadership reports.

Using relevant software prepare documents with a high degree of graphic design integrity including reports, programmes, specifications, room data sheets, schedules, planning applications, PQQs and tender submissions.

Submit planning applications via planning portals and ensure related documents are filed correctly.

Manage all project information maintaining a full working knowledge of project extranets and protocols and upload / download project information. Ensure the team follow agreed extranet protocols.

Maintain and update cartoon sets and update information release schedules to reflect planned and actual release dates under the direction of the project architect.

Arrange meetings and other events as advised by the team leader, organise meetings, including travel and, where appropriate, refreshments. Where necessary encourage team members to keep their

calendars up to date to allow project coordinators to pass accurate information to clients and other external parties. Arrange travel and accommodation for team members.

Monitor email and screen telephone calls when team leaders and project leaders are unavailable, assisting where possible.

Raise purchase orders and ensure teams submit timesheets and expenses in timely manner.

With a flexible work ethic, provide support and / or cover for other project coordinators during short term leave and sickness.

Ensure new starters are welcomed into the team, given guidance on general aspects of workflow, HR, Rapport, health and safety procedures, introduced to colleagues and present their portfolios at a team briefing.

2.2 Skills

Well organised with an ability to work effectively individually or as part of a team.

Skilled in MS Word, PowerPoint and Excel, as well as Adobe Photoshop and InDesign.

Excellent verbal and written communication skills.

Able to meet multiple deadlines, prioritise work and demonstrate excellent attention to detail.

Flexible in task management and planning skills.