

# Job Description

## IT Project Coordinator

### Job Details

<b>Job title</b>	IT Project Coordinator
<b>Job purpose</b>	To support the successful delivery of IT projects through effective coordination, documentation, stakeholder communication, and adherence to governance standards.
<b>Job location</b>	Office Based (hybrid working option available)
<b>Reports to</b>	IT Project Manager

### Dimensions

<b>Line management</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Budget holder</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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### Job Purpose

<b>Core responsibilities</b>	<p><b>Support the IT Project Managers to:</b></p> <ul style="list-style-type: none"> <li>+ Coordinate project activities, supporting successful delivery.</li> <li>+ Support governance, change control, and approval processes, following the UKAS project management methodology.</li> <li>+ Schedule and support project meetings, including agendas, minutes, and action tracking.</li> <li>+ Maintain project documentation, plans, timelines and budgets, including additional budget approvals.</li> <li>+ Track progress against milestones and highlight risks, issues, and dependencies, identifying risk mitigation actions.</li> <li>+ Co-ordinate project communications and updates.</li> <li>+ Assist with resource coordination, financial tracking, and procurement activities.</li> <li>+ Ensure project information is accurate, up to date, and accessible to stakeholders.</li> <li>+ Prepare the Business case, impact and cost-benefit analysis for specified projects.</li> <li>+ Support post-project reviews documenting lessons learned.</li> </ul>
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	<ul style="list-style-type: none"> <li>+ Create test scripts, perform testing and support problem solving to deliver solutions, throughout the project lifecycle.</li> <li>+ Create training material and train and support key users throughout the project lifecycle and post go-live.</li> <li>+ Support system integrations and testing activities, demonstrating an understanding of data flows and related business processes.</li> <li>+ Assist in the documentation of business requirements for the project, including documentation of process and data flow maps.</li> </ul>
<p><b>Non-Core responsibilities</b></p>	<ul style="list-style-type: none"> <li>+ Opportunity to broaden the role to include supporting the Systems Development and Integration Analyst with system integrations, alongside governance of core platforms to ensure stability, compliance, and scalability.</li> </ul>

<p><b>Signature of job holder:</b></p>			
<p><b>Name:</b></p>		<p><b>Date:</b></p>	