# Role Profile

**Role Title**: Marine Business Technology Centre Coordinator  

**Role Grade**: GRADE E  

**Role Reference**: N314  

**Reports to**: Marine Business Technology Centre Director  

**Work Style Definition**: Office based hot–desk/touch down worker  

**Primary Purpose of role:**  
This job will assist in the coordination and delivery of projects in the South Yard programme, by undertaking a range of work that aids the smooth running of the programme such as; project and programme monitoring, finance management and budget monitoring, stakeholder engagement, communications, and meeting management  

## Key Accountabilities & Key Measures

### Role Outcomes
- Budget responsibility accounting for monitoring the project budget of up to £5 million (10%)
- Prepare monitoring reports for management and board meetings on key performance indicators, outputs, and targets as set out within the ERDF project (15%)
- Data management including financial and performance data (10%)
- Procurement, administration, and contract management support relating to ERDF project (20%)
- Communicate with various partners including delivery partners, local partners such as the MOD, and government departments (20%)
- General administration support regarding the delivery of the ERDF project (25%)

### Role Measures
- Successful management of programme compliance
- Timeliness of ERDF claims submitted
- Timeliness of paperwork and reports prepared
- Social media presence

## Key activities
- Support the overall management of the ERDF programme, e.g. through collecting and reporting information on targets and outputs and preparing reports to internal
and external audiences
- Be responsible for the administration of the ERDF project, e.g. through checking progress with delivery partners, checking eligibility of submitted claims, processing claims, and ensuring partners submit paperwork in a compliant way on time
- Support the preparation of ERDF audit and compliance
- Establish good working partnerships with delivery partners to ensure claims can be processed in an accurate, compliant, and timely manner
- Analyse and prepare monitoring, communication and briefing reports which detail and report on progress in terms of programme, finances, delivery, issues, and other project related matters. Care, accuracy, confidentiality, and security of the information must be ensured at all times
- Create systems that are compliant with ERDF regulation. Maintain and assist in the collation, management, analysis, updating and presentation of data on behalf of managers relating to the delivery of the project including updating programmes, creating management and statistical information for reports tailored to a range of audiences.
- Assist where appropriate with procurement, monitoring, and management of contracts and ensure compliance with ERDF regulation
- To promote the project on social media and online, e.g. through Twitter, Facebook, LinkedIn and web site content.
- Act as the link between the Programme Team, stakeholders, consultants, contractors, employees and public within other Council departments. Manage, coordinate and disseminate accurate and timely information, acting with discretion.
- Maintain and update South Yard ERDF project website and social media and create other communication channels for stakeholders and public
- Undertake other duties appropriate to the grade of the post

| Essential Qualifications / knowledge | Competent user of Microsoft Office
|                                  | Knowledge of project management principles, methodologies, and processes
|                                  | 5 GCSE (Grade A-C/9-4) or equivalent including English and Maths to demonstrate a standard of literacy and numeracy commensurate with the role
|                                  | Full Driving Licence

| Desirable Qualifications / knowledge | A degree in a related field
|                                    | Accredited through the Association of Project Management
|                                    | Knowledge of creating and maintaining web pages

| Essential Experience | Experience of working with higher levels of management
|                    | ERDF programme administration & coordination experience
|                    | Working in a complex multi-agency/partnership setting
|                    | Evidence of working on own initiative and responding independently to unexpected problems
|                    | Working in a matrix management environment with potentially competing demands for time
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<th>Desirable Experience</th>
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| • Experience of working in economic development and or large regeneration projects  
| • Working with politicians  
| • Working with social media  

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<th>Essential Skills</th>
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| • High level of interpersonal and communication skills are needed in order to exchange complex information with a range of audiences such as Senior Officers, project stakeholders and external organisations  
| • Negotiating and persuasive skills to be able to influence others in a particular course of action e.g. securing the best price for the procurement of new furniture for a school  
| • Problem solving skills to understand and resolve more complex issues and identify evaluation strategies  
| • Good communication and report writing skills  
| • Problem solving to identify solutions to problems posed e.g. facing conflicting timescales may require a change of action within the project plan  
| • Keyboard skills are required to take minutes at meetings, to produce clear project documents such as schedules and budget reports, to use e-mail for communications, and to maintain and update the project’s web page  
| • Planning and organisational skills to plan meetings and events  
| • Budget management and monitoring skills  
| • Time management skills to work to deadlines and achieve individual objectives  
| • Driving Licence and ability to travel  

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<th>Corporate Standards</th>
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| • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.  
| • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures.  
| • Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.  
| • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.  

European Union  
European Regional Development Fund