

Job Description

JOB TITLE: **HR Project Co-Ordinator**

Reports to: **HR Director**

Grade: **Admin Grade A2 Level 00**

Safety Status: **Non-Safety Critical**

Date version agreed: **October 2021**

1. Job Purpose

Support the HR Director in project delivery through the provision of proactive and professional support to ensure the smooth running of HR related projects and activity.

Steer projects through to end delivery by tracking, measuring and communicating through the project timeline; producing reports, co-ordinating project meetings and activities, and ensuring project targets are met.

Liaise with the West Midlands Trains Executive team and other internal and external stakeholders.

2. Safety Detail's

A; This role requires security clearance (for e.g. running of special trains)	NO
B; This role is required to hold relevant Track Safety Competence (PTS)	NO
C; This is a Safety Critical Work Post	NO
D; This is a 'Key Safety Post'	NO
E; Reference to this post is included in the Company Safety Certification documents	NO
F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO
G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals)	NO

3. Dimensions

A. Financial: No Budget Responsibility

B. Staff: No Direct Reports

4. Principal Accountabilities

- Create and maintain project plans to steer project through to end delivery. Tracking, measuring and communicating through the project timeline. Ensure that deadlines are met by monitoring progress of projects to ensure compliance with targets and follow-up.
 - Co-ordinate multiple concurrent project and administrative activities, including annual planning tasks to ensure project workload is appropriately spread across the year.
 - Produce project updates and reports as required.
 - Use problem solving skills and techniques to provide appropriate solutions to Project challenges.
 - Prepare for and schedule project meetings with internal and external colleagues, ensure all necessary follow-up actions are taken.
 - Provide high-level administrative support to internal meetings including the preparation of papers, minute/action taking with appropriate confidentiality, and co-ordination of follow-up to agreed action points.
 - Undertake any ad-hoc general administrative duties deemed reasonable by line manager and key stakeholders.
 - Observe a high standard of confidentiality in all aspects of work.
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5. Context

A: Operating Environment:

Requirement to work on own initiative.

Able to build good working relationships and communication with members of the Executive team, line managers, union representatives and other internal and external stakeholders.

B: Framework and Boundaries:

Ensure Data Privacy and Protection Guidelines are compliant with GDPR, company policy and/or legal requirements.

6. Relationships

A: Reporting lines – Reports to HR Director

B: Other contacts – Liaison with staff within many levels of the business, notably the Executive and Senior management teams.

External contacts include:

- Abellio Board of Directors
- The DfT, other Government Departments and Ministerial Offices

- Other TOC's
 - Industry and HR related organisations such as Rail Delivery Group, National Skills Academy for Rail, Investors in Diversity, CIPD
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7. Knowledge and Experience

Strong experience in project co-ordination roles
Strong organisational, time management and prioritisation skills
Strong communication skills (both written and verbal)
Excellent inter-personal skills
High standard of attention to detail
A customer focused approach to problem solving
Ability to work on own initiative and organise own workload with minimal supervision
IT literate in Microsoft Office packages

HR experience desirable
Project Management experience desirable

8. Job Challenge(s):

- Ability to work under pressure and to tight deadlines, remaining calm and professional
 - Ability to deal with competing priorities and ambiguity at times
 - Ability to operate in a complex, fast-paced and challenging environment
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9. Additional Information

Based at HQ Birmingham, potential for a mix of remote and office based working.

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....
