

## Vacancy – Technical Project Co-Ordinator

<b>Job title:</b>	Technical Project Co-ordinator
<b>Reference:</b>	0043
<b>Salary:</b>	£.competitive. plus benefits
<b>Reporting to:</b>	Technical Operations Manager

<b>Position Type:</b>	Permanent, Full-time
<b>Location:</b>	Lincoln
<b>Centre:</b>	Netpractise
<b>Closing date:</b>	30 <sup>th</sup> September 2021

### Outline:

The Technical Project Coordinator will be responsible for executing project administrative tasks, tracking the activities of various teams, and assisting with project technical tasks as required. Working under the direction of the Technical Operations Manager, this role will have the authority to direct resources and project direction to meet objectives. The expectations will be to work on multiple projects concurrently, be able to prioritise own workload and challenge others where project delivery is at risk.

The Technical Project Coordinator will require understanding of the software requirements and discussing these with technical staff and non-technical customers as well as assisting with the creation of development work tasks. The role also encompasses the following activities: to procure, build, configure and support development and staging environments and assist with the transfer of documentation and knowledge as software solutions move into production.

### Indicative Responsibilities Include:

- > Assist with the administration activities for end-to-end delivery of projects
- > Document project details and objectives and actions
- > Update stakeholders of progress, via formal reporting
- > Maintain software production schedules
- > Create and maintain project technical documentation
- > Assist with the co-ordination of internal resources and third parties/vendors for the execution of projects
- > Identify technical issues and raise as required
- > Keep track of development work schedule and priorities
- > Assist with the translation of specifications into work packages
- > Be a customer ambassador, challenge the approach if not in line with scope / expectations
- > Be a business ambassador, manage customer expectations
- > Identify project variance opportunities, initiate a customer sales conversation, and adjust timelines as appropriate
- > Supply regular summarised project reports to management
- > Bridge any gaps between technical teams and non-technical internal and client representatives
- > Monitor and check actions are completed on time
- > Maintain technical documentation for products, including build guides and configuration guides

### Skills & Experience Required:

- > Excellent communication skills
- > Able to use own initiative and excellent levels of attention to detail
- > Able to work within a supportive and collaborative team culture
- > Possess a good understanding of technology, software, and IT, inclusive of terminology
- > Able to liaise and work with all stakeholders as required

**To Apply:** By email, enclosing a current CV & cover letter, quoting the job title & reference to [ukcareers@lbfooster.com](mailto:ukcareers@lbfooster.com)  
For more information please contact the Human Resources Team on 0114 256 2225 (no agencies)

A full Job description is available on request

Please note that roles may close earlier than specified should we receive enough applications prior to the written closing date.  
LB Foster Europe

Head Office: Stamford Street, Sheffield, S9 2TX

Other locations: London, Nottingham, Lincoln, Herne (DE)