

## JOB ADVERT

A permanent **Project Coordinator** role, based at **HPC, Bridgewater**.

### Your new company

Osprey is a great, British, multi-mode logistics provider. Now in our 30<sup>th</sup> year, our people find the right approach, the right combination of technical expertise and equipment to achieve the safest, most efficient transport and installation of critical infrastructure. We've shaped our business with family values and concentrate on building long-term reliable relationships. We're independent and impactful, delivering the UK's low-carbon energy infrastructure.

### Meet the Osprey Team



We transport and install the largest structures and critical assets needed to build and renew major infrastructure, from a new 5,000te railway bridge, to the UK's first civil nuclear reactor in a generation. With a maritime vessel-owning heritage, a large domestic SPMT fleet and some of the heaviest lift cranes and installation equipment, we are committed to delivering on our promises, on schedule.

### Your new role

The **Project Coordinator** is responsible to help deliver multiple successful projects and provide wide-ranging project assistance, including coordination and administrative support across the HPC operations and wider future nuclear contracts. This will involve performing a broad range of tasks to support the wider project team throughout all departments/phases of the project. The role's first project will involve supporting the delivery of works of exciting works down at our largest contract client with a working pattern rotation of 10 days working and 4 days off to fulfil the successful delivery of the operations.

### Our teams deliver projects like this:



The **Project Coordinator** is accountable for:

- **Project Administration** - support in the administration of the project for all areas as required, including but not limited to; DPRs, minute taking during meetings, booking accommodation and site visits (VMS/DMS), collating staff timesheets, fleet management, etc.
- **Transport Planning** - production of detailed transport and load plans for mobilising/demobilising Osprey and 3rd party plant and equipment on the HPC project.
- **Project Tracking** - Track and coordinate the collation of all project-related activities, personnel, and equipment to aid in the preparation of reporting data and project performance metrics, while also coordinating the management of project trackers and key performance indicators (KPIs). Additionally, ensure the timely update of internal trackers, specifically for projects at HPC and Avonmouth outside of GENCO590.



- **Document Control** - ensure that documents and workflows in Osprey's document control system (Asite) and the client's document control system (Teamcenter) are correctly managed. Upload and monitor status of project documentation and work with the project team and clients to expedite overdue actions.
- **Project Coordination** - working with the Project Manager/Engineers to meet the project requirements through allocation and coordination of plant and personnel, and negotiation and procurement of third-party hires and services.
- **Client & Stakeholder Coordination** – attend operational planning meetings with stakeholders where required. Work with key stakeholders on the HPC project, employees, and other business units within Osprey to understand their requirements and concerns and communicate this to the Project Managers to ensure they are up to date with any changes and/or issues. Chair project meetings in the absence of the Project Manager.
- **Commercial Support** – supporting CEMAR requests, following up on outstanding actions and relaying information back to the client. Compiling the monthly contract report. Producing all project-related purchase orders and assist the Project Manager with producing operational cost sheets for non-core activities.
- **QSHE** – Supporting the Site Manager with ensuring the operators are completing the step back 5x5s, ensuring they are maintaining safe ways of working, and supporting with toolbox talks.

## What you'll need to succeed

- 5 GCSEs or equivalent in any subject area, e.g., English and Maths.
- Previous (min 3-5 years) administrative support experience.
- Project/construction administration experience.
- Working knowledge of best practice planning, organising and coordinating administrative tasks.
- Familiarity with contract/finance/CRM systems (Sage/CEMAR).
- Computer literacy and proficient in MS Office Suite, particularly Word and Excel.
- Attention to detail – high level of accuracy required.
- Excellent organisational skills.
- Excellent interpersonal skills.
- Confident communicator with excellent written and verbal communication skills.
- Ability to effectively plan and prioritise a varied workload.
- Proactive nature, attentive to detail, and the ability to build effective working relationships and be collaborative across all levels of the business.
- Flexible approach to working activities, agile and adaptive to different priorities.
- Ability to suggest improvements to systems and processes to help improve efficiency.

## Working Conditions

- For the first 24 months, this role will be based at HPC, Bridgwater; therefore, the ideal candidate will need to be local to HPC Park and Ride to take the bus and travel to the site.
- For the first 24 months and to support the project, the working pattern for this role will be 10 days on/4 days off.
- Travel to other Osprey offices and client Offices to support the requirements of the Project Delivery Team as well as attend company meetings.
- BPSS Security Clearance (Or ability to obtain)
- Travel to sites may be required occasionally to support the Project Managers and wider team.
- Please note, if you are required to drive company vehicles as part of your role, you must hold a full clean UK driving licence. You must also hold a valid right to work within the UK.



## What you'll get in return

A competitive salary, depending on experience, plus excellent benefits. The role offers an opportunity to join an organisation committed to supporting its employees.

In addition to your basic salary, you will receive the following benefits:

- 25 days' annual leave, plus 8 bank holidays
- Enhanced employer pension contributions
- Enhance parental leave
- Flexible & hybrid working arrangements
- Private medical insurance
- Income protection insurance
- Performance-related pay scheme
- Access to our Employee Assistance Programme
- Support with your career development through our Success Management Process.

Osprey is committed to being an inclusive employer and strives to attract talent who thrive in an inclusive and flexible working environment.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know and we will respond in a way that best fits your specific needs.

## What you need to do now

If you're interested in this role, please click [here](#) or email an up-to-date copy of your CV to [careers@osprey.group](mailto:careers@osprey.group).

## Closing date

This vacancy will remain open until we have found a suitable candidate.

