



## Job description

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| <b>Job Title</b>    | Project and Risk Management Support/Coordinator |
| <b>Service Area</b> | Finance   |

### Reporting to: Financial Controller

**Purpose of job:** Responsible for supporting the Financial Controller and managing the adherence to the Authority's project and risk management processes, procedures and the development of business cases and other strategic initiatives to ensure the financial health of the Authority.

**Hours – 35**

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### Harwich Haven Authority Core Competencies

#### We expect you to:

- Contribute personally towards the achievement of the Authority's Values
- Contribute personally towards creating an all-inclusive workplace culture
- To personally take responsibility for using and managing resources effectively, efficiently and sustainably

## Principle Accountabilities

1. Ensure adherence to the Authority's internal project management processes and procedures.
2. Prepare and present project management data and reports to the Executive team and Board.
3. Ensure the efficient and accurate processing of all activities within the Finance department.
4. Co-ordination of internal project management requirements.



5. Support the development of business cases for commercial ventures as well as certain internal projects.
6. Work with managers to ensure delivery plans are in place for budgeted projects.
7. Support managers to draft business cases.
8. Ensure compliance with the Authority's risk management processes and procedures.
9. Supporting the Executive on group level risk management reviews.
10. Working with the Authority's HSE team when necessary.
11. Liaise across internal and external stakeholders and provide support financial audits, Port Marine Safety Code audits and ISO audits as and when required.
12. Undertake other such duties as requested by the CFO.

## Person specification

### We expect you to have: Qualifications etc

- Professional certification (Prince 2 or equivalent) plus relevant workplace experience

| Skill groups                   | Skills we hope you have:   |
|--------------------------------|--|
| Role-specific technical skills | <ul style="list-style-type: none"> <li>• Highly analytical, detail oriented with a strong business sense</li> <li>• Excellent interpersonal skills with an ability to communicate at all levels</li> <li>• Experience of supporting with project management systems</li> </ul>   |
| Problem solving                | <ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to make decisions based on own judgements</li> <li>• Ability to read and understand technical manuals</li> <li>• Ability to communicate effectively</li> <li>• Good organisational skills with the ability to prioritise workload to achieve effective results and meet time critical deadlines</li> </ul> |
| Team working                   | <ul style="list-style-type: none"> <li>• Be able to work co-operatively with others to achieve shared goals and improve organisational performance</li> </ul>  |
| IT Skills                      | <ul style="list-style-type: none"> <li>• Microsoft Office applications (Outlook, Word, Excel)</li> <li>• Advanced IT skills and capability to learn new systems</li> </ul>   |
| Data Protection                | <ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of the principles of data protection legislation to ensure compliance.</li> </ul>  |
| Health & Safety                | <ul style="list-style-type: none"> <li>• Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health &amp;</li> </ul>  |



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|  | Safety at Work Act 1974, in order to minimise the risk of injury/accident. |
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| <b>The following are any physical or special attributes that apply to this role:</b> |
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| <ul style="list-style-type: none"><li>• Flexible</li><li>• Working unsocial hours</li><li>• Driving licence</li></ul> |
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