



JOB DESCRIPTION

Project Coordinator – Bristol

ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer and Technology & Media – complemented by a wide variety of practice areas, our revenue increased by 43% in the last three years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients as much as our people.

DIVERSITY, EQUITY, INCLUSION & BELONGING

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse collaborative thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in removing barriers to equal access not least because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

rpc.co.uk



www.linkedin.com/company/reynolds-porter-chamberlain-rpc



twitter.com/rpclaw

ROLE OVERVIEW

The team

Project Management Office

You will be part of the programme delivery function, who are tasked with ensuring an ambitious portfolio of business change and technology projects are delivered on time and in line with the firm's objectives and strategy. You'll be responsible for supporting the team, and ensuring projects are coordinated and managed appropriately, in line with a governance framework, with primary focus supporting the Finance Transformation Programme.

The role

The Project Coordinators duties and responsibilities include but are not limited to the following:

- Management of the project lifecycle process and stage gates
- Act as a reference point for queries
- RAID management and support, project and portfolio
- Budget management and tracking including raising POs and invoice checking
- Track and report on project portfolio performance, providing a real-time, comprehensive view of all projects
- Managing project management documents such as the project plan, budget, schedule or scope statement, as required by the programme manager
- Monitoring project progress and creating project status reports for senior management and key stakeholders
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle, including administration of meetings, such as preparation, ensuring artefacts and agendas are distributed in a timely manner; and during, capture decisions, actions and owners from project meetings
- Ownership, administration and maintenance of the PMO tool (KEYEDIN) coordinating system upgrades/enhancements
- Coordinating PMO processes, systems/tools and ensuring governance is adhered to and that reporting is actioned by Project Managers, coordinate feedback and reflect this is continual service improvement, champion best practice and run Project Health Checks
- Contract process support and tracking
- Support the Head of Project Delivery with Portfolio resource management and benefit tracking, including maintaining a Portfolio benefits register

Knowledge, skills and experience

- PMO experience – Ideal but not essential
- The right candidate will be structured, organised and able to quickly get up to speed
- Ensuring a steady completion of workload in a timely manner is key to success in this position
- Strong MS Office skills
- Excellent written and verbal communication skills
- Keen attention to detail and numeracy skills
- Ability to deal with difficult or demanding situations
- Self-motivated and directed
- Experience working in a team-oriented, collaborative environment
- Solid organisational skills including multi-tasking skills
- Well-developed interpersonal skills
- Diplomacy
- Strong desire towards self-development