



Job Title: Project Administrator
Salary: Competitive
Location: London
Role Type: Full-Time Permanent

OVERVIEW

Temple is one of the UK's leading independent infrastructure and property consultancies, specialising in environment, planning and sustainability. We believe in putting communities and the environment at the heart of decision-making.

With a dynamic team comprising of some of the most talented people in the industry, we work on exciting and complex projects where clients can leverage the full value of our insight and commitment.

Our current work portfolio includes: technical support to clients in the private and public sectors, at local and national levels and in the UK and overseas; Environmental Impact Assessments (EIA) and other support for HS2, Crossrail 2, iconic property developments and large regeneration schemes; support to construction activities, including the London Underground Northern Line Extension, HS2 and Thames Tideway Tunnel; a wide range of bespoke planning and environmental assessments – everything from air quality monitoring and Environmental Statement reviews, through to expert witness support in relation to aviation noise.

We are looking for an energetic, enthusiastic and dedicated **Project Administrator** to provide project management and project finance support to our managers and directors working on these exciting portfolios.

If you are interested in this role, please send a covering letter setting out what you are passionate about and what you can bring to Temple, stating your current salary and the role/position/grade you are applying for, to recruitment@templegroup.co.uk. Please also attach a copy of your latest full CV

The Role:

We are seeking an experienced Project Administrator to help promote a professional and efficient working environment across the Project Delivery Function within the business and be proactive in identifying and resolving issues.

You will provide project management and project finance support to Temple's Project Managers and Project Director's to ensure all client projects are properly set up and managed in accordance with Temple's Management System. Provide in-house training to Temple's PD's and PM's to help improve their commercial and financial awareness and capability. Develop and undertake regular project health checks and status reporting (including revenue forecast, resourcing, work in progress, contractual status, key risks, invoicing, margins, costs etc).

Working with Temple's SHEQ manager and Associated Executive Director to help establish, review, audit and update project delivery policies, procedures and documents. Help analyse and report on project financial and non-financial performance indicators. Liaise with the Finance team on project matters.

The Duties:

- First point of contact for in-house questions relating to projects
- Sending out client feedback surveys and analysing the responses, reporting any issues to Project Manager/Head of Delivery Director
- Assist Project Managers and teams with TIN project administration
- Compiling information from data searches into report format
- Research into current environmental policy and legislation as required
- Monthly reporting to the Board on Project Delivery activity
- Identify needs for training and organise
- Quarterly reviews to monitor Project Delivery function against Business Plan
- Liaising between Project Managers and Finance team
- Organise and implement policies and procedures within the Project Delivery function
- Working closely and building a strong relationship with Associates
- Attend and take minutes at project progress meetings
- Assisting teams with document control
- Monthly health checks across the project portfolio

- Assisting Project Manager's with forecasting and resourcing
- Working with Marketing to improve quality and quantity of case studies, project briefing sheets
- Proving Project Manager's support with producing H&S risk assessments and method statements
- Contribute to the efficiency of Temple Group by working collaboratively as a member of the team
- Assisting with the organisation and promotion of internal workshops
- As appropriate act as project coordinator / project manager on certain projects

Candidates:

Successful candidates will have:

- Excellent communication skills, energy and enthusiasm, and a creative approach to problem solving
- Confident in working to build consensus and change behaviours
- Keen to actively seek ways in which to contribute to the company's overall values (EPIC)
- Able to portray a professional image to clients, external consultants and sub-consultants.
- Willing to engage positively in other duties that may reasonably be required from time to time
- Micro and macro-management skills

It will be desirable if you have:

- A levels grades A-C (or equivalent) preferable including English Language and Maths.
- Excellent knowledge of Microsoft Office including advanced IT and excel skills
- Strong administration experience
- Further qualifications in one or more of project management, financial administration, accountancy, audit, contracts administration, business administration
- Experience of introducing and implementing new procedures and working practices