Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Handover Co-Ordinator | | |
| Reports to: | Handover Manager | | |
| Direct reports: | none | | |
| Business unit: | Baker Hicks | Location: | Aldermaston/Burghfield |

Summary

|  |
| --- |
| The Project Handover Coordinator is an integral member of the project team responsible for directing, organizing and controlling Handover activities on behalf of the Project Manager (PM).  To progress successful delivery of a project or multiple work packages and  recommend solutions where necessary in accordance with the company’s Security, Quality, environmental, Safety and Health management arrangements and all applicable legislation. |

Key objectives*(4 maximum)*

|  |
| --- |
| * Has a good knowledge and understanding of the Project Delivery processes and procedures * Able to work to strict timescales and schedules * Has a high attention to detail within a documentation framework and is able to work within a minor project/project’s environment. * Highly Competent in using Microsoft office software especially excel, word and PowerPoint. |
| Principal responsibilities and accountabilities  Key Accountabilities:   * Accountable for reporting to the Handover Manager in line with operating procedures. * Accountable for the provision of all aspects of Handover coordination throughout the project’s lifecycle. * Accountable for the planning and progress of Handover activities. * All – maintain and promote high personal standards in environment, safety, health, security and quality and be a great team player. * Additional accountabilities for this job profile may be defined and appointed through the Principal Handover Manager * Awareness of that the client’s company Operating Procedures especially for Handover   Key Responsibilities:   * Comply with the client procedures, processes & standards and ensure that all project team personnel comply with the specific procedures relating to Handover. * Provide handover status reporting to the Handover Team Leader and project manager. * Track & forecast the progress and quality of deliverables being delivered by disciplines. * Effectively and accurately communicate relevant project Handover information to the client and project team. * Assuring deliverables and arrangements between all participating stakeholders are agreed and appropriately accounted for. * Ensure that suppliers and project team understand the Handover Process and are aware of handover expectations. * Maintain and promote high personal standards in Environment, Safety, Health, Security and Quality. * Ensure the agreed records and documentation are produced and maintained to demonstrate compliance to relevant quality, performance, standards and legislation. * Chair meetings and distribute minutes to all project team members. * Assist in verification of completed documentation. * Facilitate the production and agreement of: Handover Management Arrangements; Handover Deliverable Lists; and Functional Breakdowns Structures. * The Company may require you to fulfil any other reasonable duties aligned to your position from time to time in line with business needs. * Knowledge of Commissioning & Handover Procedures and Work Instructions. | |

Person specification

Qualifications and training

|  |
| --- |
| * Preferably, an ONC or equivalent qualification in a construction or engineering discipline or a recognised apprentice training scheme. However, experience of working in a Project and or Information Management/Processing role is more important. * Be willing to undertake training |

|  |
| --- |
| * Proficient in the MS Office Suite of products especially excel, word and PowerPoint * Produce and update schedules, trackers and competent in producing Dashboards for reporting purposes. * Effective communication skills including verbal, written and presentation skills. * Strong multi-tasking and organizational skills. * Strong interpersonal and influencing skills with the ability to work with cross-functional teams. * Experience with Ministry of Defence or similar Government Organisation. * Must be willing and able to obtain and maintain Developed Vetting security clearance which is a requirement for the role. * Fundamental understanding of the principles and disciplines within the construction & engineering industry. * Awareness of Site Licence Conditions and the conditions specific to Project Delivery Preferable awareness of the client’s company Operating Procedures especially for Handover (although Training will be given) |

Technical skills and experience

|  |  |
| --- | --- |
| NAME | DATE |
| NAME: Gavin Burt | 17/5/21 |
| NAME: |  |