Project Coordinator/ Administrator (AM2)

Location: Birmingham, with travel as required (we offer Hybrid working supported by a Smart Working Policy)

Full Time or Part Time: Full Time

Directorate: Consents Management Consultancy.

**Company Overview:**

Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Transport Planners and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992 to provide a 'one stop shop’ for land and property matters for major infrastructure projects, our client portfolio includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero agenda, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes for the people who need them most.

We are problem-solvers, can-doers and solution-drivers working collaboratively with our clients to provide proactive and strategic advice to identify and mitigate risks, deliver efficiencies and, ultimately, achieve deliverable consents and build projects that positively impact people’s lives and the world that we live in.

**Consents Management Consultancy Overview:**

Ardent Management have a dedicated Consents Management Consultancy (CMC) Directorate that supports clients through all stages of project consenting. CMC have extensive experience in advising, managing delivery and working alongside our clients to achieve project focused goals. These objectives include deliverables and actions that’s are clearly scoped, programmed and proactively managed in accordance with expectations of an integrated delivery programme. One aspect of delivery that us often underestimated and mis-programmed, is the transition between consent and being granted delivery; CMC can manage this transition, maintaining focus on cost surety and risk mitigation.

As infrastructure project specialist we are experienced in serval consenting regimes, their development, submission management and subsequent construction delivery. The is enhanced with a ‘one team’ culture where all delivery partners and key stakeholder are briefed, prepared and engaged proportionally from consents applications, to start on site. Despite a common goal, we regularly find that teams have differing, competing sets of priorities, management approaches, and vocabularies that make cross-discipline working challenging. Our specialist integrate these disparate functions together into a holistic delivery team; finding common ways to solve problems that satisfy both office and site-based teams. This approach is achieved through relationship and RACI management, ‘ways of working’ expectations and efficient communication.

CMC embodies delivery with established Project Management skills (process, control and governance), to proactively manage legal, land, engagement, design, programme, H&S and identify risks/ opportunities to ensure a smooth delivery and, where possible, drive efficiencies. Throughout the development and consenting phases, we ensure projects are correctly defined, KPI monitored, strategic decisions managed, and mitigation/ obligations undertaken.

**Role Overview:**

An exciting new role has become available for a Project Coordinator/ Administrator. This role will be across multiple major infrastructure projects and supporting several Ardent directorates.

**The right person for the role:**

* Will be able to demonstrate the ability to express ideas clearly and concisely during one-on-one communication, or within group settings, via either in person or online meetings, whilst being confident to have their camera on at all times.
* Listen actively, comprehend information, and ask relevant questions.
* Is proficient in executing assigned tasks and asking relevant questions, when need.
* Demonstrates the ability to work effectively as part of a team, owning their work from end to end whilst following the lead of supervisors and managers.
* Understands the importance of confidentiality and trust.
* Demonstrates professionalism in client interactions and project-related discussions.
* Be a keen problem solver with excellent attention to detail.
* Has an appetite to learn and develop.
* Promotes a culture of health & safety within teams and be an advocate for safety improvements.

**Experience/skills that may help for this role:**

* IT literate and confident with Microsoft Suite.
* Competent numeracy and literacy skills.
* Good financial understanding.
* Organisation skills.
* Ability to mange work flows and priorities.
* GDPR understanding would be beneficial.

**What will you be doing?**

* Provide administration, coordination and data analysis for a number of clients.
* Deliver reports and support document control including minute taking and preparation of team presentations.
* Aid financial management, including invoicing and assisting with delivering monthly reports.
* Support with team logistics and day to day diary management.
* Prepare processes and organogram.
* Assist with general office and facilities management.
* Provide ad hoc assistance to company groups, initiatives and events.
* Support with site visits.
* Review Project inboxes and support the team with management.
* Aid maintaining Ardent’s Atlas system.

**Behavioural Skills Required (Based on our Values) :**

**Thirst for Knowledge** *(We embrace opportunities to learn and improve for personal and professional growth) -* Demonstrate a strong commitment to the development of yourself, and your people, for your role in a growth company and future role. Coach and mentor others (or actively engage with your Coach) to have a deep understanding of their knowledge and experience. Actively supporting with areas of development and career goals, extending beyond a technical remit and actively developing your business knowledge on an on-going basis.

**Own It** (We do what we say we will. We own our individual actions, are accountable for them and take pride in adding value) - Act like it matters, take pride and caring about the outcome of people in your team, or who you work with, and your clients objectives.

**Be the Difference** (Focus energy to make things happen. Be beyond process. Stand up, Stand out) - Be confident in your decisions and implementing them, taking into account the wider structure and objectives of the business, working with or alongside peers across the business. Be more than any other competent person in your role.

**Enjoy the Journey** (Have fun, be engaged and be proud to be Ardent) - Translating goals and visions of the business into meaningful objectives for your team in a positive and engaging manner (delivering excellence in your own objectives), demonstrating your commitment to Ardent and the wellbeing and development of your team and colleagues. Understand the needs of your people and colleagues to have, purpose/fulfilment, personal growth, engagement, team culture and fair pay.

**Adapt** (We drive change and innovation to deliver growth and new opportunities in an ever-changing world) - As a growth company Ardent is all about change. You must be a change maker. Demonstrate ability to drive and/or implement change to enable Ardent to continue to excel. Listen to your team and people you work with to actively search for opportunities to create change. Exhibit a resilient attitude, communicate key information in a clear and engaging way to influence others**.**

*Ardent is an equal opportunities employer that is committed to inclusion and diversity. We positively encourage applications from suitably qualified and eligible candidates regardless of race, colour, religion or belief, age, sexual orientation, gender identity/expression, disability status or other legally protected characteristics.*

*With people at the core of our business, we offer employees an unrivalled career opportunity rather than simply a job. In a fast growing organisation, we train, develop and support our staff to grow and achieve their career goals. This is supported by a number of initiatives to look after the wellbeing of our employees whilst allowing employees to work flexibility and maintain a positive work life balance.*

We offer an attractive benefits package to include :-

* Hybrid working
* Medical health plan
* Coaching
* Wellhub -discounted fitness and

 wellness benefit.

* Smart working Policy
* Career progression
* Cycle to Work
* Enhanced maternity and paternity pay

For more information, please see our services page on our website at [www.ardent-management.com](http://www.ardent-management.com)

Interested? Get in touch!

Should you be interested in hearing more about the position or wish to send your cv in to people@ardent-management.com or contact Stuart Thomas stuartthomas@ardent-management.com