



Role Description

Role Description	Engineering Project Coordinator
Document owner:	Chief Technical Officer
Version:	220704
Keep informed:	Engineering Project Manager

1. Overview

The position within the engineering department involves supporting and working alongside the Engineering Project Manager, our in-house development teams, and our commercial team to deliver a range of challenging projects.

2. Duties and responsibilities

2.1. General

- Follow the best project management practices and support the Engineering Project Manager in working with project teams to produce a full set of project related documents. These include project plans, risk registers, status reports, project meeting agenda and minutes.
- Support the Engineering Project Manager and our project leaders to monitor and track project activities. Maintain accurate and timely updates on project progress and spending. Ensure companywide focus on project delivery.
- Support the Engineering Project Manager in overseeing project logistics and day-to-day operations. Ensure compliance with our project management operating procedure (M11).
- Provide support to the Engineering Project Manager with management of our change management process and document updates (project briefs, project plans, risk register and test plans) after approval.
- Make sure all assigned team members are recording their work hours using our time tracking tool throughout the project duration.
- Support the Engineering Project Manager in ensuring all R&D effort and spending are accurately captured for our R&D tax credit claim.
- Support our product managers and team leaders to further develop our project management system. This includes applying the agile approach to manage part of our development.
- Support the Engineering Project Manager in planning and guiding project processes whilst using an Agile Management approach.
- Manage day-to-day operational aspects of the project whilst utilising up to date project management tools.

3. Revision History

Revision	Changes
220624	ABU and MH role created