



JOB DESCRIPTION

Job Title:	Project Administrator	Business Unit:	Construction
Reports To:	Head of PMO		
CJF Family	Administration	Sub Business Unit:	UK Regions
CJF	IC?	Location:	Perry Barr
Status:	Permanent	Full/Part Time:	Full Time

Purpose and Scope

Lendlease have a need to appoint a permanent Administrator within the Perry Barr Residential Scheme Project Office to provide support to the delivery teams.

Accountabilities / Job description

- Provide admin support to senior management within the Project Office
- Providing project administration support for the plot teams.
- Managing team governance schedules, organising meetings and providing secretariat
- Preparing draft reports and documents to support project governance.
- Taking telephone calls and managing queries- ability to proactively re-direct people to others who can or may be able to assist
- Filing (including electronic) and post management system
- Keeping project registers up to date.
- Work closely with Tier 1 teams to co-ordinate plot team reporting
- Assist in organising internal and external site visits, conference calls, meetings, dinners, events etc
- Booking of meeting rooms and organising of refreshments and lunches as required, ensuring charged to relevant project or overhead
- Booking of hotels and travel through Lendlease approved provider
- Work collaboratively, to share best practice and develop continuous improvement, with peers within UK Regions
- Assist the senior management team with company credit card expenses and provide the wider team with support on how to submit personal expenses

Skills, Experience and Capabilities

Essential

- Ability to communicate effectively with all levels of personnel both internal and external including sensitivity to others
- Excellent planning and organisation skills with the ability to multi task, work to deadlines, prioritise tasks and work to optimum efficiency
- Professional and mature approach when dealing with internal contacts and external clients / stakeholders and sensitive information
- Maintaining confidentiality at all times
- Excellent computer skills – intermediate ability on Microsoft
- Strong analytical skills, initiative and ability to think strategically and creatively
- The ability to be both a self-starter and to work as part of a team



- Proven reliability, attention to detail, high level of accuracy
- Enjoys a busy and demanding environment, however can remain calm under pressure and promote a calm environment
- Self-motivating with a 'can-do' attitude and demonstrable drive to get results
- Strong problem solving skills and can use own initiative
- Open, honest and willing to take responsibility for outcomes
- Good written and verbal communication skills with the ability to communicate across all levels of the organisation

Desirable

- Knowledge of UK Construction business
- Knowledge of programme management tools and processes
- Experience in a similar Role

Key Interfaces

- Internal – All level of employees within the Lendlease organisation
- External – Extensive liaison with external clients, contractors and stakeholders

Core Competencies/Behaviours

RESPECT	Motivating and energising Communication & influence both formally and informally Equality & Diversity
INTEGRITY	Developing people Building confidence and relationships
INNOVATION	Proactive approach to work practices Stakeholder focus
COLLABORATION	Foster an environment of knowledge and information sharing Teamwork Interpersonal skills - develop a network and relationships across a broad spectrum of the business
EXCELLENCE	Climate of high performance and encourages others to work towards the highest standard Safety & Sustainability standards of excellence
TRUST	Facilitate environment of trust amongst colleagues and peers