



Position: Interim Project Delivery Coordinator – Fixed term (Maternity cover)

Location: Pride Park, Derby

Salary: Competitive basic salary, with an excellent benefits package

Are you an experienced project delivery professional who is looking for a fresh interim challenge with a little something extra?

Here at AEGIS we pride ourselves on offering employees an inspiring combination of a stimulating environment at the cutting edge of engineering in the railway arena, a supportive and encouraging working culture where work/life balance is a key element, and the opportunity to develop their skills and experience with one of the fastest growing engineering consultancies in the industry.

The Role:

Reporting to the Business Development Manager for 10-12 months of maternity cover, you will be accountable for monitoring Project Delivery performance and proactively maintaining projects KPI's and the carrying out of project reviews.

Key Responsibilities and Accountabilities:

Your responsibilities will include the following functions and activities:

- Working with the BDM, develop and implement new tools and processes for project management, review, forecasting, monitoring, and coordination.
- Develop and implement a series of KPIs for monitoring project performance and compliance.
- Deliver training and guidance to PMs as these are rolled out across the company.
- Monitor/observe the operation of the processes and suggest/implement improvements.
- Check correct set-up of projects and activities booking. Guide PMs if required.
- Support PMs in day-to-day project delivery and with any process problems they may have.
- Support COO in key project review meetings.
- Undertake other project reviews: from the involvement in project reviews, intervene in projects where required and assist PMs to prevent project issues from developing into project problems.
- Support workload planning activities.



This position is to cover maternity leave and is offered to the successful candidate on a fixed term basis.

If you are interested and would like to discuss the role further, please send a copy of your CV to katygrace@aegisengineering.co.uk.