

# HaworthTompkins

## Job Description

### Project and Quality Management Coordinator

Award-winning architectural practice Haworth Tompkins are currently looking for a Project and Quality Management Coordinator. This is a new role within the studio where you will be managing and developing our internal project, quality and environmental management systems. The successful candidate will be self-motivated, organised and have excellent project management, communication and technical skills.

#### PROJECT MANAGEMENT

- Develop and maintain our project management systems
- Prepare project and design programmes
- Create resource projections, fee proposals and fee drawdowns
- Set up new projects on project costing software (Rapport) with client details, fees and programme
- Issue invoicing schedules to Finance Manager
- Produce regular reports from Rapport
- Review team resourcing with senior management team
- Review and manage appointment documents and warranties
- Providing technical and project support to project leaders
- Monitor and review projects to ensure key data is up to date
- Ensure project leaders have clear scope of works and resourcing schedule
- Advise on procurement

#### QUALITY MANAGEMENT

- Develop and maintain our quality management and project delivery system
- Manage our quality assurance and environmental systems, and ISO accreditations
- Manage internal and external accreditation audits
- Manage and update office policies
- Implement and oversee adherence to policies and procedures