

Project Coordinator – Planning and Data



Working better together
for our residents

> Homes > Strategic Asset Management

What's it all about

We are seeking a proactive and detail orientated project coordinator. This role will be pivotal in supporting the development and implementation of initiatives that improve robustness, accuracy and integrity of the data we hold on our Homes.

How you'll make a difference

The postholder will coordinate projects aimed at enhancing data quality, drive policy and procedural development, and collaborate with stakeholders to ensure that data related responsibilities are clearly understood and embedded.

How you'll do it

- Support the planning, development and delivery of projects that improve data accuracy and asset information management.
- Work closely with internal teams to align processes and ensure adherence to agreed data standards.
- Develop and maintain asset data policies, procedures and guidance documents in line with regulatory and operational requirements.
- Coordinate stakeholder input to ensure shared understanding of project goal
- Monitor implementation of data related actions and ensure timely completion across teams
- Track project progress, risk, and issues; prepare reports for senior management
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office or in a community/site based/partnership setting. On other days, working from home may be possible, depending on the work needed and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

Essential knowledge, experience and skills including qualifications and professional membership

- Experience in working with Microsoft packages, housing and/or asset management database systems
- Effective verbal and written communicator across all levels of the organisation to ensure clarity and understanding
- Ability to prioritise, organise and deliver to challenging targets
- Ability to successfully influence others to achieve project aims
- Clear and concise communication skills, both written and verbal
- Good analytical skills and shows attention to detail