

Team co-ordinator

> Information, Systems & Change (IS&C) > Engineering & Platform

What's it all about

The job holder will plan, undertake and deliver a wide range of administrative and support services that help IS&C meet all its objectives, also providing executive assistant support to the Chief Technology Officer.

How you'll make a difference

By enabling efficient coordination, clear communication, and consistent delivery across IS&C, the Team Coordinator helps ensure that systems and services are reliable, timely, and well-governed, supporting better outcomes for our colleagues and customers.

How you'll do it

- Provide logistical and administrative support for required meetings and events – organising venues/rooms, taking minutes etc
- Support with the coordination and responses for surveys across the directorate.
- Be responsible for keeping key documents up to date like the Business Continuity Plan or our internal intranet.
- Create reports, spreadsheets, documents and presentations for meetings, creatively formatting and presenting information.
- Maintain action logs, across the teams, initiating and/or progressing own and other actions as necessary to ensure timely completion.
- Plan and manage own workload to maximise efficiency, reflect priorities/deadlines and accommodate changing requirements
- Contribute to the management of good and effective working relationships between the team and others, internally and externally.
- Collate and produce monthly/weekly Key Performance Indicator reports for the functional areas.

- 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 two days in an office working with others.

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	• Inclusive
• Progressive	• Empowered
• Dependable	

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Customer service
- Advanced IT and systems skills including Microsoft office (delete as appropriate)