

Project Co-ordinator

Dublin Studio

A very unique and significant opportunity has arisen within our Dublin studio for a Project Co-ordinator. This role will suit a young, highly motivated, enthusiastic and proactive individual to work with the BDP design team completing the New Children's Hospital, and thereafter transition to assisting the Dublin studio in the smooth running of single/multi-discipline projects of varying values.

The Role

Project Co-ordination – New Children's Hospital Project:

- Assist the Design Team Leader to co-ordinate, communicate and manage the completion of the construction information across the BDP and other design team professions
- Manage progress trackers across, RFI's, Technical Submissions, information release, etc.
- Compile regular reports and updates across the design team activity as necessary
- Manage workflows and workstreams to ensure deliverables are achieved on programme.
- Attend Client and Contractor meetings representing the BDP design team
- Work in collaboration with other Design Team professions to ensure clear and consistent understanding across a very complex project.

Project Co-ordination – BDP Dublin studio:

- From inception of a project to provide a project co-ordination service to the project teams, both single and multi-profession. This will involve setting the project up in the BDP financial system (in conjunction with the Fee Accountant), compiling programmes, establishing realistic deadlines, monitoring progress of projects, co-ordinating forecasts changes and resources.
- Liaise and assist the Project Director as necessary, to co-ordinate information related to contract and appointment documentation, including liaising with Professional Indemnity Insurers.
- Attend internal design team meetings as required.
- Liaison with Contractors regarding, programme information release, packaging etc.
- Assist Directors in the general workload issues within the office, and highlight as necessary where there may be profession workload imbalance.
- Produce monthly workload graphs which inform the Directors of the office.
- Attend and contribute to regular financial project reviews with the appropriate Directors.
- Assist in the management of the QMS procedures – take part in QMS audits as required.

The Requirements

- Good IT skills, with a knowledge of Microsoft Offices packages, particularly Word, Excel, and project planning programmes (usually Microsoft Project).
- Good numeric skills; self management and initiative; the ability to think analytically.
- Knowledge of the construction industry, procurement methods and the design process in overall terms of conceptual and detailed phases.
- Effective verbal and written communication skills; good interpersonal skills, and be able to build relationships and influence decision making.

Summary

We consider this to be one of the most unique positions BDP have identified within its organisation in recent years. The opportunity to work on the New Children's Hospital project with a team recognised as being of international acclaim, and thereafter establishing what is a new role within the Dublin studio.

The ideal candidate may come from a number of different backgrounds, but should have a design, architectural, engineering building /construction or commercial/QS qualification and/or previous experience in a similar role within the design industry. They should have solid experience of either construction methods, design process or procurement methods. The role would suit an outgoing and extrovert individual who is well organised with ability to meet challenging deadlines. You will need to have a mature and flexible approach to work, and above all a team worker.

About

us

BDP is a major international interdisciplinary practice of architects, engineers and designers working together to create outstanding 'places for people'. Founded in Preston in the UK in 1961, we now have studios across the UK, Ireland, Netherlands, the MENA region, India, and China. BDP has a leading track record in all major sectors and has over 1,000 awards for design quality. In March 2016, BDP combined forces with Japan's leading engineering practice Nippon Koei to form an integrated design group of genuine international reach. Our union with Nippon Koei creates a global design practice which fuses place making and user-centred design with large scale infrastructure skills.

BDP Offers

In return, BDP offers an excellent opportunity for your personal development as well as an attractive remuneration package that includes a competitive salary, flexible pension allowance, employee profit shares, private medical insurance, contribution towards professional subscriptions and a great working environment.

To Apply

To apply for this role please e-mail a CV and covering letter marked for the attention of David Brennan to michelle.kenna@bdp.com.

BDP is an equal opportunities employer.

No agencies please.