

June 2024

Savanta UK

**Role Specification:
Senior Project Coordinator**

Classified: Private

Location: London

Business Area: Operations

Reports to: TBC

The Role

Senior Project Coordinator (Qual) | London

Senior Project Coordinator continue to grow and develop their skills within the team by supporting researchers and the wider team, but also using their knowledge and expertise to deliver projects in full. As a Senior Project Coordinator, the role will focus on continued learning and developing of core project management skills acting as the lead on delivery of smaller projects whilst supporting on the delivery of larger more complex projects.

Delivering Projects

- *Overall:* Acts as the Lead Consultant for low to mid complexity projects as well as supports other team members in the successful delivery of larger high complexity projects and smooth running of more complex projects
- Takes full ownership of the delivery of low and mid complex projects from the Kick off Stage to the delivery stage and can do this with little or no support.
- Works in a consultative manner with the research team or external clients mitigating risks and troubleshooting and finding solutions when needed
- Main point of contact with recruitment agencies ensuring that they provide regular updates, accurate profiles and that the participants are successfully recruited.
- Trouble shoot and flag any issues with recruitment or quotas to the research team/client as required
- Run wash-up calls with the researchers and recruiters as required
- Share experiences with Qual Ops colleagues (and the wider business where relevant)
- Co-ordinates with freelance moderators ensuring they have completed the correct documentation and all other required set up

Budgets

- Monitors project costs and raises issues where costs (time/ direct) exceed budget
- Manages project budgets/costs
- Ensures costs and timings are provided to the Research (and Commercial – where relevant) teams and reconciles projects accordingly.

People & Team

- Fosters a good working relationship with other team members
- Meets company expectations and displays company values
- Acts as a strong team player
- Helps the development of junior team members through training as required

Personal Development/ Profile at Savanta

- Continues to develop knowledge of research methodologies, specifically the project management of qualitative research
- Good communication skills - confident speaking to people at different levels (i.e. internal and external clients both junior and senior)
- Ability to prioritise and effectively manage multiple tasks simultaneously
- Actively owns personal development goals and works closely with managers to achieve the

About You

A Senior Project Coordinator is a team member who supports the overall team with the day to day delivery of project work, but begins to take on more responsibilities by growing their technical and project management skills.

Senior Project Coordinators are expected to have the fundamentals of project delivery and project management mastered. The expectation is that they continue to build upon these basic fundamentals in order to support their team members more fully and to develop in their own career development path within Savanta.

Strong Senior Project Coordinators demonstrate a good work ethic towards continued growth within the business by learning to work on more challenging projects