

JOB VACANCY

Project Co-ordinator

Department: Cardiff Theatrical Services (WNO subsidiary)
Construction Department

Salary Scale: £24,420 - £27,133 per annum

Deadline for Applications: 10.00am on 13th February 2012

Interviews: Week commencing 20th February

Permanent full time

Working Hours:

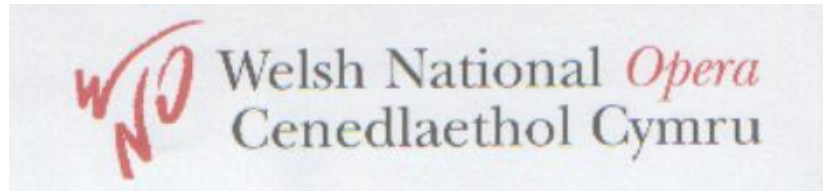
The Project Co-ordinator post is 39 hours per week, to coincide as far as possible with the workshop hours (although there is some degree of flexibility). Hours of work will be by mutual agreement.

Working Hours in the Workshops:

Monday – Thursday	8.00 – 4.30
Friday	8.00 – 3.30

All candidates must complete an application form. Forms can be downloaded at www.wno.org.uk and submitted electronically to Human.Resources@wno.org.uk or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

The application form is also available by e-mailing Human.Resources@wno.org.uk or calling 029 2063 5000.



JOB DESCRIPTION

1.	Job title: Project Co-ordinator, CTS
2.	Job holder: (vacancy)
3.	Responsible to: General Manager, CTS
4.	Scope and dimensions: Prepare client estimates, and CAD drawings for flow of work through the workshops. Control expenditure by monitoring labour and material budgets, Ensure minimum waste of resources.
5.	Main purpose of job: To assist the Construction Manager in the planning, organisation, directing and co-ordination of the activities and resources of the Drawing Office, Carpentry workshop and Metal Fabrication shop necessary for the production and manufacture of scenery and all its associated parts.
6.	Key accountabilities: <ul style="list-style-type: none"> • To implement as agreed the CTS objectives as provided by the General Manager and Construction Manager. • To assist in planning work schedules to ensure targets are achieved. This includes agreeing performance measures and quality standards • Allocate and co-ordinate activities through the supervisors. This will include rotating responsibilities as appropriate to achieve flexibility and the best use of skills. • Financial management: Prepare client estimates, control expenditure by monitoring labour and material budgets, ensuring minimum waste of resources. • Provide clear and detailed technical drawings as required. • Communicate effectively, ensuring all appropriate information is processed efficiently and accurately between all CTS staff, and clients. • Liaise with production managers and designers and outside contractors to ensure customer satisfaction. • Liaise with contractors to ensure all requirements are successfully met. • To be aware of and ensure compliance with all relevant Health and Safety legislation. • Ensure cover in the absence of the Construction Manager as appropriate to maintain the efficient running of the department.
7.	Health & Safety This post carries individual responsibility for Health & Safety matters at Level 6.

PROJECT CO-ORDINATOR

PERSON SPECIFICATION

Necessary knowledge, skills, training and experience:

- Good level of general education.
- In-depth understanding of the complexities of building stage scenery and stagecraft.
- A good working knowledge of construction techniques.
- Excellent computer skills (Microsoft Office) Knowledge of Autocad, and Inventor would also be advantage.
- Ability to work alone as well as being a team member.
- Ability to work quickly and efficiently, occasionally under pressure.
- Ability to recognise and meet strict deadlines.
- Highly methodical and accurate approach to work.
- Excellent organisation skills.
- Excellent communication skills.
- Helpful and enthusiastic manner.
- A "can-do" attitude.
- Dependability, discretion and punctuality.

MAIN TERMS & CONDITIONS

- Salary £24,420 - £27,133 per annum, payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references and a health report that are satisfactory to the company.
- The appointment is subject to a trial period of six months.
- Termination of engagement during the trial period is by one week's notice on either side. Termination thereafter is by one month's notice on either side, rising depending on length of service in accordance with current legislation.
- Normal office hours are 8.00 to 4.30, Monday to Thursday and 8.00 – 3.30 on Friday, but it should be understood that work will need to be undertaken outside normal office hours and sometimes at weekends.
- Holiday entitlement is 5 weeks per annum (pro rata during first year of employment).
- Sickness benefit during the trial period is at the statutory minimum. Entitlement after completion of the trial period is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- WNO offers a contributory pension scheme.

WELSH NATIONAL OPERA

HEALTH & SAFETY POLICY

INDIVIDUAL RESPONSIBILITIES

ALL PERSONNEL

(Level 6)

Every employed person, including Managers.

RESPONSIBILITIES

All personnel are responsible for:-

1. The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
2. Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
3. Reporting promptly to the appropriate Manager potential or actual hazards and defects.
4. Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
5. Knowing the correct action to be taken in the event of an accident, fire or other emergency.
6. Co-operating with Management and other personnel in meeting statutory requirements.
7. Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction