

Job Description

1. The Position	
Position	Project Coordinator / Administrator
Company information	Welsh Power Group Limited is an employee-owned entrepreneurial energy business. The company's focus is on providing flexible generation and grid stability services to support the UK energy sector's transition to net zero. Welsh Power has developed and built 27 separate power assets in the last 6 years and operates a portfolio of 550MW's of flexible generation on behalf of several investors as well one of the first dedicated grid stability facilities in the UK. Welsh Power is currently managing the construction of three large grid stability projects in the UK and Ireland. Welsh Power is not an asset owner but develops, constructs, and operates power assets on behalf of financial investors. Within the sector this makes Welsh Power unique.
Company Values	• Trust – Demonstrating integrity, commitment, loyalty, honesty and fairness. • Resilience – Demonstrate an ability to manage and take challenging situations in our stride and come out stronger. • Excellence – To aim for and demonstrate excellence whether this is personal, professional or technical in all we do for the organisation. • Enthusiasm – Demonstrate passion for and an eagerness in the development of the organisation. • Safety – To be committed to ensuring Welsh Power and all those associated with Welsh Power operate safely.
Position Summary	The Project Coordinator / Administrator is a professional and experienced project support role within Welsh Power's Project Delivery Team. The role is responsible for ensuring that core project administration, document control and coordination activities are delivered consistently, accurately and to a high standard across a portfolio of complex energy infrastructure projects. Working closely with Project Managers, the Programme Manager & Quality Lead, the Commercial Lead, contractors and other stakeholders, the role will provide reliable and structured control of project information, correspondence, meetings, actions and key technical and commercial registers. Particular emphasis will be placed on document management and transmittals, Technical Query (TQ) registers and Early Warning Notice (EWN), Compensation Event (CE) and Variation Order (VO) registers, as well as minute taking. The role will also be at the forefront of developing adaptable, automated and scalable ways of working not only using Microsoft 365 and digital tools, but also AI-enabled solutions. This is an important role in a challenging and dynamic delivery environment, helping the team achieve the highest of quality, compliance, auditability and efficiency standards for sustained excellence.
How to Apply?	Please send a CV to: careers@welshpower.com

Manager	The role will report to the Head of Project Delivery .
Key Responsibilities	The Project Coordinator / Administrator key responsibilities include, but are not limited to: • Project records and document control ○ Create, maintain and continuously improve project libraries, folder structures, registers, templates and reporting systems to a consistent and high standard across all projects. ○ Maintain complete, accurate, accessible and auditable project records in accordance with agreed Project Management Plans, governance requirements and document control procedures. ○ Support project audit readiness and compliance and the timely close-out of document control or management actions. • Document management and transmittals ○ Act as the key and central liaison between project teams, contractors, consultants and stakeholders for the receipt, issue, review, recording and tracking of project documentation. ○ Manage incoming and outgoing document transmittals, document numbering, stamping, metadata, revision and version control, distribution and accurate recording in each project Master Document Register. ○ Check submissions for completeness and compliance with agreed document control protocols, and follow up missing, overdue, superseded or incorrectly issued information. ○ Support the controlled collation and handover of project records, including information required for health and safety files, operation and maintenance manuals and project close-out. • Meetings, minutes and actions ○ Schedule and coordinate project meetings, including those held in person and by video call. ○ Prepare and issue agendas and supporting information, attend meetings, produce clear and accurate minutes promptly, and maintain robust records of decisions, actions, owners and target dates. ○ Maintain action logs and proactively notify the relevant Project Manager of overdue, escalating or critical actions. • Technical queries and contract registers ○ Administer Technical Query processes and registers, ensuring queries and responses are correctly numbered, issued, recorded, tracked and closed out. ○ Maintain accurate and up-to-date Early Warning Notice, Compensation Event and Variation Order registers for active project contracts, working under the direction of the relevant Project Manager and Commercial Lead. ○ Monitor contractual and internal response dates, highlight approaching or missed deadlines, and support the team in maintaining an auditable record of notices, instructions, quotations, assessments and decisions. ○ Coordinate register information and supporting records without replacing the contractual decision-making or assessment responsibilities of the Project Manager, contract administrator or Commercial Lead.

	• Digital systems, automation and continuous improvement ○ Design, implement and continuously improve adaptable and scalable project administration and information-management systems using Microsoft 365, AI-enabled tools and other appropriate digital solutions. ○ Identify opportunities to automate repetitive workflows, integrate registers and data sources, improve dashboards and reporting, reduce manual effort and strengthen data quality and reliability. ○ Create clear guidance, templates and simple training materials, and support colleagues and external parties in adopting agreed systems and processes. ○ Capture lessons learned and promote consistent, efficient and high-quality project administration across the portfolio. • General responsibilities ○ Assist with monthly reporting and the collection, validation and coordination of information from contractors, consultants and internal team members. ○ Support effective communication and information flow across the Project Delivery Team and with external parties. ○ Handle commercially sensitive and confidential information with discretion, integrity and appropriate access control. ○ Attend project meetings at the Cardiff office and project sites across the UK and Ireland as required. ○ Promote Welsh Power values and comply with all company policies, procedures and health and safety requirements. ○ Provide wider project administration and coordination support to the Project Delivery Team and business as reasonably required. This list of duties may be subject to change to meet the future requirements of the business and is therefore neither exclusive nor exhaustive. Key accountabilities are summarised as: • The accuracy, completeness, accessibility and auditability of project records and document control systems. • The timely and reliable administration of transmittals, meetings, minutes, actions, TQs and change-control registers. • Consistent project administration standards and effective information flow across the project portfolio. • Practical improvement, automation and scalability of project administration and reporting systems.
2. Person Specification	
Knowledge, Skills, Attributes and Qualifications	Essential: • Substantial, demonstrable experience in a professional Project Coordinator, Project Administrator, Document Controller or comparable project-support role. • Extensive experience of project administration and document control within a construction, engineering, infrastructure, energy or similarly complex delivery environment.

	• Proven experience managing document registers, formal transmittals, revision and version control, document numbering, distribution and audit trails. • Proven ability to prepare concise and accurate meeting minutes, maintain action logs and follow up actions professionally and persistently. • Experience maintaining Technical Query and contract change registers, including EWN, CE and VO registers, or directly comparable processes. • Advanced competence in Microsoft 365, particularly SharePoint, Teams, Excel, Word, Outlook and (ideally) Power Automate, with the ability to build well-controlled and user-friendly systems. • Demonstrable experience using automation, adaptable workflows and AI-enabled tools to improve administrative or reporting processes. • Excellent written and verbal communication skills, with the confidence to coordinate effectively with senior colleagues, contractors, consultants and stakeholders. • Exceptional organisation, attention to detail and accuracy, with the ability to prioritise competing demands and meet deadlines in a dynamic environment. • A proactive, self-motivated and improvement-focused approach, with the judgement to escalate overdue, critical or sensitive matters promptly. • Hard-working and tenacious, with strong perseverance and a positive, can-do attitude, particularly when working through challenging or time-critical tasks. • High standards of professionalism, confidentiality, integrity and transparency. • Ability to work effectively both independently and as part of a collaborative team. • Full driving licence and willingness to travel to the Cardiff office and project sites across the UK and Ireland as required. Desirable • Experience supporting the delivery of power, utilities or major infrastructure projects. • Experience of project audits, governance, quality-management systems, reporting dashboards, records handover and close-out. • A relevant qualification or professional development in project management, business administration, document control, information management or a related discipline.
Special Features	• The role is hybrid, involving a combination of work from home, regular attendance at Welsh Power's Cardiff city-centre office and travel to project sites and meetings across the UK and Ireland. • The position is full-time with a standard 37.5-hour working week, excluding lunch. • The role supports multiple projects simultaneously and requires flexibility, sound judgement and a calm, organised approach during periods of high activity.
What We Offer	• To be part of an exciting, innovative and entrepreneurial employee-owned energy business supporting the transition to a greener electricity system. • Competitive salary, bonus and benefits package. • 25 days of annual leave plus bank holidays, increasing through the holiday loyalty scheme. • Opportunities for continuous training and professional development in line with business needs.

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| | <ul style="list-style-type: none">• Opportunity to participate in company electric-car and cycle-to-work salary-sacrifice schemes.• Opportunity to take part in regular social and wellbeing activities.• A high-quality office environment in the heart of Cardiff city centre. |
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As a Welsh Power employee, you are required to comply with all Welsh Power policies and procedures.