

## **JOB DESCRIPTION**

**JOB TITLE:** ICT Projects Coordinator  
12 months fixed term contract

**REPORTING TO:** ICT Operations Manager

**LOCATION:** JMB Beaulieu Complex

**HOURS OF WORK:** 37.5 hours per week

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### **Main responsibilities:**

- Writing up procedural reports for data flow processes.
- Working with department heads and managers to streamline data handling processes in line with the General Data Protection Regulation (GDPR).
- Feedback findings to management and suggest ways to improve.
- Management of document control process and approvals.
- Support overall delivery of IT projects.
- Assist with main company policy writing for the suite of IT policies.
- Assist with creation of business cases and systems analysis for future projects.

### **Required attributes / qualifications:**

- Educated to A Level or higher (degree in Business/ IT desirable)
- Proven experience of writing policies and procedural reports
- Proven experience of supporting and delivering ICT projects
- Proven experience of writing reports using SQL (desirable)
- Ability to manage own time efficiently
- Excellent communication skills
- Proficient in Microsoft Office applications (experience of MS Project and Visio desirable)
- GDPR Qualification (desirable, however training will be given)