

Vacancy:

Stakeholder Engagement Co-ordinator

Location:

Coleshill B46



What is HS2?

HS2 is a brand new, low carbon high-speed railway critical in supporting the UK's economic growth and tackling climate change. It will provide much-needed rail capacity and is integral to increased economic growth – helping to improve connectivity, create jobs and support the UK economy. Construction of HS2 is underway and the project is already supporting thousands of jobs and businesses around the country.

Role Purpose:

Your role as Stakeholder Engagement Co-ordinator is to provide full co-ordination and administrative support that contributes to the effective running of the Stakeholder Engagement Function.

Accountabilities:

There will be a wide range of duties including:

- Providing team administrative support for the Community Engagement, Interact and Agricultural Land Officer activities as required.
- Facilitating team and stakeholder meetings by co-ordinating diaries, preparing information in advance and keeping minutes or key action logs.
- Ensuring all requisitions are raised in a timely manner and managed through the procurement system.
- Assisting in the production of information and documents to standard processes and templated e.g. communication and engagement plans.
- Contributing to reporting and monitoring processes as required to ensure the effective flow of information onto the correct database.
- Acting as a point of contact for logging opportunities and ensuring those records are captured and maintained.
- Complying with Company and project policies and guidelines.

Skills/Experience:

The following skills and experience are required:

- Strong skills and experience with Microsoft Office 365 is essential.
- Ability to work to own initiative and deliver to deadlines.
- Strong organisational and analytical skills.
- Strong verbal and written communication skills.
- Experience of community liaison or engagement with stakeholders.



TO APPLY:

Candidates must register their interest using the link below:

<https://forms.office.com/e/pk4aWbEeCH>



Balfour Beatty



Working in
partnership with

HS2