

Post Title:	Senior Project Officer – STEM Programme
Post No:	S1723
Salary Grade	7 £33,797 - £38,017 per annum (pro rata if applicable)
Department	Finance & Planning
Base Location	Pittville Campus, Cheltenham
FTE	1.0 FTE 37 Hours per week
Special Conditions	18 month fixed term contract The post is based on our site at Pittville Campus, Cheltenham. The post holder may be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business. The post may involve occasional evening and/or weekend work, and annual leave opportunities may be restricted at certain times of the year.

GENERAL

The Planning Department is dedicated to the provision of professional services to support the University's planning processes, project delivery, process improvement and management of its resources in a controlled and sustainable manner.

The senior project officer will coordinate activities across multiple schools and professional departments in delivery of the University's STEM programme. They will provide support for projects and planning activities and offer administrative support to project teams. The post holder will work closely with the Head of Planning to ensure that the intended and planned outcomes of the STEM growth projects are delivered, and a consistent approach to project delivery is maintained.

MAIN DUTIES AND RESPONSIBILITIES

Responsible to: Head of Planning (Line Manager)

1. Primary Functions

- To co-ordinate activity across projects, providing a high-quality administrative service to customers and stakeholders within the University and to key external partners in the projects.
- To support the University in delivering its STEM Strategy, ensuring key projects are delivered on time and according to budget.
- To contribute to the design of new projects, leading on activities and work streams as directed by the line manager.
- Ensure project and planning documentation such as briefs, plans, risk registers, action registers, communication logs and reports are up to date and accessible to relevant stakeholders.
- Track progress and facilitate the project leads in the resolution of actions, risks and issues. Monitor progress with internal and external stakeholders and provide updates for project leaders.
- Produce project/programme highlight reports and updates for executive, anticipating problems and identifying appropriate solutions, as necessary.
- Manage and co-ordinate all internal and external project communication including production of relevant reports and management information for individual managers, committees, external bodies or publications.
- Support reporting activity to external bodies, including timesheet gathering and provision of progress reports.
- To provide guidance and to build relationships across a wide stakeholder community to ensure projects are delivered successfully.
- Ensure data is held in compliance with relevant legislation e.g. GDPR / Data Protection Act, Freedom of Information Act.
- To contribute to the work of other areas of the Planning Department as properly required by the Line Manager.
- To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job/role description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job/role description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Review and Development interview. Where appropriate, an agreed amended job/role description will be produced or explicitly authorised by the Human Resources Department

Closing Date: **Monday 27th January 2020**

Interview Date: **Tuesday 4th February 2020**

PERSON SPECIFICATION

Job Title	Senior Project Officer – STEM Programme
Department	Finance & Planning
Grade	7

		Essential [E]	Desirable [D]
1	Attainment Qualifications	Degree or equivalent	Prince 2 practitioner or equivalent
2	Previous Experience	Substantial experience of supporting major projects simultaneously and knowledge of formal project management techniques Experience of writing reports and presenting information clearly Excellent administration planning & organisational skills, with experience of Microsoft Office applications Demonstrable communication and stakeholder management skills Experience in process improvement and evidence of analytical skills	Higher Education, Public Sector or Charities experience Experience of using Microsoft SharePoint to build web sites and collaborative online workspaces Innovative and proactive approach to solutions and work.
3	Training Specialist skills	Self-motivated and dynamic individual who can work on own initiative and take responsibility Resilient, problem solving approach Good time management, ability to work under pressure & to respond quickly to change Ability to successfully manage conflicting priorities Ability to build relationships and communicate effectively at all levels Ability to assimilate and communicate ambiguous or specialist knowledge to facilitate project progress	Ability to lead, motivate and inspire others Evidence of influencing and negotiating skills Commitment to high quality service delivery and continuous improvement
6	Circumstances	Flexibility to accommodate peaks in workload	