

JOB DESCRIPTION

Job Title:	Project Officer	Grade:	SG6
Department:	Marketing and External Relations	Date of Job Evaluation:	May 2024
Role reports to:	Project Lead, Apprenticeships Engagement Programme	SOC Code	
Direct Reports	Student volunteers and interns		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

The University of Greenwich has been awarded funding from the Office for Students (OfS) to:

- Grow capacity and capability to deliver high quality degree apprenticeships provision with low uptake/priority areas
- Address equality of opportunity in relation to Level 6-degree apprenticeships

This is an exciting new role to support the OfS funding commitments on a fixed term contract for 12 months (July 2024 – July 2025). Secondments will also be considered.

Reporting to the Project Lead for the Apprenticeships Engagement Programme, the post holder will assist the Project Lead to fulfil the commitments set out in the OfS bid by providing proactive, high level, administrative, finance, reporting and overall project support. This role also includes supporting with any events specific to this project.

KEY ACCOUNTABILITIES:

Team Specific:

- Work with and report to the Project Lead on the planning and implementation of the Apprenticeships Engagement Programme
- Provide comprehensive support in line with required standards and protocols of apprenticeships
- Create and maintain reporting systems that capture key information for the newly formed Apprenticeships Engagement Programme team
- Contribute to accurate data collection, finance monitoring and reporting requirements as set out in the OfS bid

- Actively engage and liaise with the Apprenticeships and Employability Directorate, Marketing and External Relations outreach team, Faculties, groups and individuals to support the successful delivery of plans and implementation of the Apprenticeship Engagement Programme
- Assist in the management of the delivery of apprenticeship training to staff as and when identified throughout the duration of programme
- Lead on the recruitment and management of student volunteers and interns, as and when required
- Support the coordination of any events set out in marketing plans, as required
- Ensure correspondence, reports, meeting materials are received well in- advance of relevant meetings

Generic:

- Responsible for supporting the Project Lead on the efficient and effectively delivery of the Apprenticeships Engagement Programme
- To keep effective records in line with best practice requirements
- Act as a leader and demonstrate the University's shared values (Inclusive, Collaborative, Impactful)
- Excellent at identifying and connecting with viewpoints and experiences outside of the conventional majority
- Establish and maintain good working relationships with internal and external contacts at all levels in order to collaborate effectively
- Respond to queries in a timely manner
- Obtain tenders/quotations from contractors and suppliers

Managing Self:

- To be self-motivated with the ability to work under pressure
- To work with others with tact and diplomacy
- To manage own workload in accordance with evolving priorities
- Ensure the Project sponsor, project lead and Apprenticeships and Employability key contacts are updated regularly as agreed on progress against key milestones

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

These will be set and agreed with the line manager, following appointment and then reviewed periodically.

KEY RELATIONSHIPS (Internal & External):

- Director of Marketing and External Relations and the Senior Leadership Team
- Employability and Apprenticeships Directorate
- Faculty Deputy Deans and Faculty Operating Officers
- Directors of Professional Services
- Heads of Schools and academic experts
- Colleagues with apprenticeship and employability responsibilities

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Strong experience as a Project Assistant/Officer to a senior manager • Experience of planning and prioritising work in order to meet deadlines • Experience of finance management and reporting • Experience of working collaboratively across different functional areas • Experience of delivering to and consulting with a wide variety of stakeholders <p>Skills</p> <ul style="list-style-type: none"> • Aptitude for fostering positive relationships 	<p>Experience</p> <ul style="list-style-type: none"> • Working for a Higher Education institution • Experience and understanding of apprenticeships and the process for both learners and employers • Experience of managing volunteers and/or student interns <p>Skills</p> <ul style="list-style-type: none"> • Understanding of the concept of continuous improvement <p>Qualifications</p> <ul style="list-style-type: none"> • Postgraduate study in a related field

<ul style="list-style-type: none">• A computer literate with the ability to use MS Office and a wide range of relevant software tools to a high standard• Data gathering and interpretation and reporting skills• Excellent interpersonal skills. High level of proficiency in English, both written and oral.• Excellent organisational skills• Able to work independently and as a team member <p>Qualifications</p> <ul style="list-style-type: none">• Relevant qualifications or equivalent work experience <p>Personal attributes</p> <ul style="list-style-type: none">• We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful	<p>Personal attributes</p> <ul style="list-style-type: none">• N/A
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