

## JOB DESCRIPTION

**Job Title:** Project Officer

**Grade:** SG5

**Department:** Faculty of Engineering and Science

**Responsible to:** Senior Timetabling Officer

**Responsible for:** N/A

**Key Contacts:** Programme Leaders, Project Supervisors, Programme Administration Teams, Timetabling Team, Academic and Professional Services Staff

**Standard Occupational Classification (SoC code):** N/A

**Non-Contractual Nature of Role Profile:** 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.

### PURPOSE OF ROLE

The role will provide administrative and logistical support for undergraduate and postgraduate project work within the School of Computing & Mathematical Sciences, while also offering broader support to programme administration teams. The post holder will help coordinate student projects, work closely with academic and administrative staff, and support timetabling activity and programme operations. This role includes:

- Providing practical assistance and demonstrating key lab based practical skills to students.
- Supporting the administration of student projects, deadlines, and documentation.
- Contributing to programme-level administration and timetabling coordination to ensure smooth delivery of academic provision.

Opportunities for career development into academic or specialist administration pathways are available through further training (e.g. PGCert HE).

### KEY ACCOUNTABILITIES

#### Team Specific:

- Support students to a high standard for UG/PG projects modules.
- Work proactively with academic project supervisors to help students meet their project timelines.

- Collaborate with Programme Administration Teams to support the wider delivery of programme operations as needed.
- Work closely with Timetabling Officers and academic leads to support the scheduling of modules and assessments, and flag any timetable clashes or resourcing issues.
- Assist with project induction sessions, and liaise with academic, technical and administrative staff to support practical's and demonstrations.
- Monitor deadlines for risk assessments, ethics submissions, drafts, and final project submissions.
- Ensure student behaviour is appropriate during supported activities and escalate issues where needed.
- Comply with quality systems and maintain administrative standards.

**Generic:**

- Contribute to School plans, activities, and efficient working practices.
- In the context of an annual appraisal, undertake agreed personal development objectives and training needs, ensuring to remain current with relevant legislation and appropriate technological developments.
- Contribute to cross-functional team working with other FES staff.
- Demonstrate a commitment to equality, diversity and inclusion through practice and engagement with University initiatives.
- Efficiently contribute to the implementation of approved policies, guidelines and standard operating procedures in relation to personal duties.
- Support the welfare and progression of allocated students.

**Managing Self:**

- Prioritise, manage time and make independent decisions concerning student support.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction.

**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 Faculty of Engineering and Science delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Timely delivery of assigned project and programme support responsibilities.
- Positive collaboration with academic and administrative colleagues.
- Effective support for project students and programme activities.
- Contribution to effective scheduling and resolution of timetabling issues.

**KEY RELATIONSHIPS (Internal & External):**

- Staff at all levels in other University Faculties and Directorates
- Programme Leaders, Project Supervisors
- Education Administration Teams
- Faculty and Central Timetabling Teams
- Academic, Technical and Administrative Staff
- Students, External Examiners, and Partner

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Experience of managing large groups towards set targets.
- Experience of collecting data and providing analysis including report writing and presentation skills.
- Experience of working to deadlines and managing own time, to ensure delivery of timely outputs.
- Experience of working to deadlines and managing multiple responsibilities.

#### Desirable Criteria

- Evidence of project management within academic environment.
- Experience of working in the Higher Education sector.
- Exposure to project work across a range of Computing discipline such as Computer Engineering, Computer Science, Cybersecurity, Data Science, Information Systems, Information Technology, Mathematics, Networking and Software Engineering.
- Experience of demonstrating principles within a Computing discipline.
- Experience with Moodle, Banner, SITS or equivalent systems.

### SKILLS:

#### Essential Criteria

- Good verbal and written communication skills.
- Strong interpersonal skills.
- Microsoft Office suite to intermediate level.

#### Desirable Criteria

- N/A

### QUALIFICATIONS:

#### Essential Criteria

- Successful completion of a degree OR substantial working experience.

#### Desirable Criteria

- Project management qualification.
- Teaching qualification, PTLLS or PGCert in Higher Education

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A