

## JOB DESCRIPTION

<b>Job Title:</b>	Impact Officer	<b>Grade:</b>	SG6
<b>Department:</b>	Vice Chancellor’s Office	<b>Date of Job Evaluation:</b>	29.4.2018
<b>Role reports to:</b>	DVC (Academic)		
<b>Direct Reports</b>	N/A		
<b>Indirect Reports:</b>	N/A		
<b>Other Key contacts:</b>	PVCs, COO, FOOs, Heads of Directorates, UDL&T.		
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 Project Officer will work with the DVC (A) and the UDL&T to monitoring data and impact for institutional and subject level TEF exercises. The Impact officer will co-ordinate delivery of TEF and Access and Participation plan developments and will track the resulting data and its impact. The Impact Officer will contribute to the development of institutional policy to deliver TEF and Access and Participation plans. The key objectives of the role are to be responsible for the co-ordination and delivery of a range of projects relating to TEF and the delivery of the Access and Participation Plans to a very high standard.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Work with the DVC (A) to define a series and sequence of activities to track data and delivery of TEF and Access and Participation impact, and to enable gaps in data to be identified and addressed.
- Assist and support the DVC (A) and other team members in the preparation, maintenance and monitoring of appropriate documentation.
- Assist with the delivery of projects through the co-ordination of documentation, analysis of data, holding of meetings, and writing of reports and briefing documents
- Support the servicing of TEF and Access and Participation project meetings as required, including logistical arrangements, agendas and minutes.
- Assist in communications to staff, students and other stakeholders in regards to the projects.
- Contribute to developing policy to improve delivery of TEF and Access impact data.
- Actively ensure that effective relationships are built and maintained to support the effective delivery of TEF and access and Participation projects
- Assist with the assessment and management of risks associated with the timely delivery of projects
- Assist with liaison with University staff and students and the management of

expectations of all TEF and Access and Participation Plan stakeholders.

**Generic**

- Promote and enhance the VCO and organisation reputation.

**Managing Self**

- Demonstrate good IT and database management skills and willingness to develop them further as appropriate
- Exhibit excellent organisational, planning and time management skills
- Ability to meticulously track and monitor information
- Display logical thinking with creative problem-solving ability
- Provide attention to detail
- Good verbal and written communication
- Good negotiation skills
- Have an ability to work well with others.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality and Diversity 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.

**Additional Requirements:**

- The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion
- Hours will be as required to undertake the role, including the scheduling and attendance of works outside normal working hours
- A willingness to travel to any of the university's sites as necessary
- Any other duties as appropriate to the post and grade

**KEY PERFORMANCE INDICATORS:**

- Accurate and appropriate interpretation and communication of data
- Delivery of high quality draft and final reports, as well as other written documents
- Efficient and effective relationships with a range of key stakeholders within the University and to some extent externally
- Effective management of projects such that they are delivered on time

**KEY RELATIONSHIPS (Internal & External):** PVCs, COO, FOOs, Heads of Directorates, UDL&T

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Managing, monitoring, and delivering projects</li> <li>Working independently, prioritising a varied workload and managing a variety of deadlines</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Excellent IT and data management skills</li> <li>Excellent administrative and organisational skills</li> <li>Excellent communication and interpersonal skills</li> <li>Excellent written English and formal report writing skills</li> <li>Clear appreciation of confidentiality and a need for high levels of professionalism</li> <li>Ability to represent senior academic staff efficiently and professionally at all times</li> <li>Ability to be proactive and to prioritise workload with minimal supervision</li> <li>Ability to work efficiently under pressure on multiple projects</li> <li>Ability to understand and interpret data</li> <li>Willingness to travel to meetings at other sites as required</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant degree</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>We are looking for people who can help us deliver the <a href="#">values</a> of the</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working within the HE sector</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Understanding of the current issues in HE</li> </ul> <p>Excellent negotiation skills</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Project management training, e.g. Prince2</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>

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Determination, Inclusivity, Ambition  
and Creativity