Job Description

Post title: Graduate Enterprise Developer	**Post No:**
Organisation Unit: Directorate	**Date compiled:** December 2018
Grade: Spine point: £23,500	**Hours per week:** 37 **Weeks per year:** 52

If fixed term, state duration: From 6 August 2018 until 30 August 2019

Immediate line manager: Directorate Policy Manager

Designation and grade of any staff supervised by the postholder:

Not applicable

Job purpose:

Working as part of a small team, along with other University stakeholders and directly with the Vice-Chancellor, the main purpose of the job is to seek out, explore and propose enterprise development and innovation opportunities for the University across a range of areas.

Drawn to challenge, with an inquisitive, agile and tenacious mind-set, the post-holder will enjoy working in unfamiliar contexts, be highly motivated and a self-starter. Projects will vary in scope and scale. Some will necessarily focus on developments that respond to specific University needs within given contexts, however you will also have wide latitude to identify areas and pursue emerging ideas. You are expected to generate and identify opportunities in relation to enterprise developments that are not bound by convention and propose a range of novel solutions for review by the University in order to improve effectiveness of practices and activities or could lead to new areas for consideration.

Although based on the City site, the scope of work is likely to cover all parts of University life, cross all academic subject areas, and involve some activities away from the University, for example visiting other universities locally and regionally.

Principal duties and responsibilities:

Plan and coordinate all phases of projects, from initiation, through design and delivery, to closure activities:

- Generate and identify opportunities in relation to enterprise development projects;
- Initiate determination of projects, project scope and objectives;
- Draft and disseminate project information as required;
- Undertake project deliverables as required of the role within agreed timescales;
- Gather information and summarise findings accurately and concisely with attention to detail;
- Evaluate findings, seek evidence based solutions, and prepare reports that demonstrate business impact and learning from projects;
- Coordinate project scheduling, activities and events;
- Monitor project activities, ensure deliverables are on schedule and maintain up-to-date project plans;
- Adhere to appropriate project management processes including risk and change management protocols;
- Evaluate potential risks and opportunities to ensure effective delivery of activities;

Collaborate and communicate:

- Proactively build and maintain relationships with stakeholders, deliver key messages, promote project activities, provide project information as required and act as a key point of contact for projects;
- Work in partnership with other University areas to achieve project deliverables, e.g. Academic Schools and Departments, Marketing, IS, etc.
- Ensure that problems are identified at the earliest opportunity and that solutions are identified and implemented. If necessary, escalate issues to the line manager to obtain support needed to resolve issues.
- Participate in internal project team communication mechanisms including regular Project Team meetings;
- Present and communicate ideas for improving University practices and activities positively and constructively.

Develop, apply and adhere to project management related processes:

- Work to agreed parameters of cost, timescales and quality standards;
- Develop and maintain detailed knowledge of current working practice and developments within the working area of the role;
- Keep up to date on new technologies, approaches and methodologies linked to the working area of the role;

Represent the department to the wider university and NTU externally on matters relating to the role:

- Establish confidence and respect for the overall department function, the role's project work and personally;
- Act as a positive ambassador and advocate of the Graduate Development Programme;
- Undertakes additional required work, tasks, project and development opportunities alongside your Graduate role in conjunction with other Graduates participating in the Development Programme.

Other:

Carry out other duties as and when required. Please note too that you should be willing to work flexibly and that some weekend working will also be required.

Special requirements:

Whilst the role is part of a Professional Services department, the postholder may be required to work as part of any of the corporate or other operational department teams.

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Dr Michelle Pepin Directorate Policy Manager	December 2018
Approved for department by	Professor Edward Peck Vice-Chancellor	January 2019

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