

Job Description

Post title: Graduate Project Coordinator (IS)	Post No:
Organisation Unit: Human Resources	Date compiled: January 2018
Salary: £23,500	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: August 2019 – August 2020	
Immediate line manager: Project Manager	
Designation and grade of any staff supervised by the postholder:	
Not applicable	
Job purpose:	
To contribute to the effective delivery of organisational projects within post holder's area of work. Typically supporting the development and implementation of project outcomes to meet specific University needs; working within a project team and key stakeholders. As well as, working to agreed parameters of cost, timescales and quality.	
Principal duties and responsibilities:	
Assist with project initiation, delivery and closure activities, to ensure business solutions are strategically aligned and move seamlessly into operation:	
<ul style="list-style-type: none"> • Assist in the determination of project requirements, scope and objectives • Support the project manager in the drafting and issuing of project documentation as required • Ability to summarise findings accurately and concisely with good attention to detail • Assist with project scheduling; liaising with client/stakeholders and project team as necessary • Support project deliverables as required of the role within agreed timescales and budget • Ensure that project activities they are responsible are delivered on schedule, taking corrective action as necessary including maintaining up-to-date project plans • Adhere to appropriate project management processes, such as risk and change management protocols • Offer ideas, solutions and innovations that improve the effectiveness of project practices and activities 	
Communication with stakeholders to keep them informed of project matters:	
<ul style="list-style-type: none"> • Keeping the project manager informed of the status of your project activities and issues that may impact deliverables and client/stakeholder relationships • Support the identification on any problems and implement agreed solutions. If necessary, escalate issues to the project manager as appropriate to obtain the support needed to resolve the identified issues 	
Collaborating and communicating with other project team members:	
<ul style="list-style-type: none"> • Participate in appropriate internal project team communication mechanisms including regular Project Team meetings • Support project deliverables to ensure they are on time, quality and in budget • Communicate ideas for improving University processes with a positive and constructive attitude, and for developing this attitude with others 	

Developing, applying and adhering to project management related processes:

- Develops and maintains a detailed knowledge of current working practice and developments within the working area of the role
- Keeps up to date on relevant emerging technologies linked to working area of the role
- Keeps up to date with new approaches and methodologies linked to working area of the role

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

- Establishes confidence and respect for the overall department function, the role's project work and personally
- Acts 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:

To carry out other duties as and when 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.

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	Amanda Stanford Human Resources	January 2018
Approved for department by		

<http://www.ntu.ac.uk/humanresources/>