

## Job Description

<b>Post title:</b> Graduate CERT Officer	<b>Post No:</b>
<b>Organisation Unit:</b> CenSCE (The Centre for Student and Community Engagement)	<b>Date compiled:</b> Dec 2018
<b>Salary:</b> £23,500 p.a.	<b>Hours per week:</b> 37 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> From August 2019 to August 2020	
<b>Immediate line manager:</b> CERT Co-ordinator	
<b>Designation and grade of any staff supervised by the postholder:</b>	
Not applicable	
<b>Job purpose:</b>	
<p>This is an exciting opportunity to shape the experience of first year students at NTU- making a real impact on student transition. You'd be responsible for supporting the effective delivery of projects within the Collaborative Engagement and Retention Team's work and, where required, CenSCE's work. Typically supporting the development and implementation of the CERT project to ensure incoming first years are supported by CERT Student Mentors and through transition activities; working within the CERT team and CERT Student Mentors; working within the guidelines and instructions as provided by the CERT Co-ordinators and Manager.</p>	
<b>Principal duties and responsibilities:</b>	
<p>Support all phases of CERT projects, including project initiation, design, delivery and closure activities, to ensure the CERT team's work is aligned with the University and departmental aims. Including:</p> <ul style="list-style-type: none"> <li>• Supporting the CERT Co-ordinators and Manager in creating resources</li> <li>• Supporting project scheduling and activities; liaising with colleagues, student mentors and students as necessary</li> <li>• Undertaking a variety of project tasks within agreed timescales</li> <li>• Monitor CERT activities to ensure deliverables are on schedule, including supporting the CERT Co-ordinators in maintaining up-to-date project plans</li> <li>• Analysing potential risks and opportunities to ensure effective delivery of activities</li> <li>• Offering ideas, solutions and innovations that improve the effectiveness of the project</li> <li>• Coordinating project events and meetings as required</li> <li>• Coordinating evaluation activities and reports that demonstrate the CERT scheme's impact and any learning from the project</li> </ul> <p>Communication with stakeholders to keep them informed of CERT matters:</p> <ul style="list-style-type: none"> <li>• Acting as a key point of contact for CERT Mentors</li> <li>• Proactively build and maintain relationships with CERT Mentors: delivering key messages, promoting project activities and providing project information as required</li> <li>• Supporting the team's work with other University areas to achieve project deliverables, e.g. Student Support Services, Marketing, etc.</li> </ul> <p>Collaborating and communicating with CERT team members:</p>	

- Participate in regular Team meetings and other internal meetings as required.
- Communicate ideas for improving University processes with a positive and constructive attitude

Developing, applying and adhering to project management related processes:

- Develop and maintain a detailed knowledge of CERT's practices and developments within the CERT team
- Develop and maintain knowledge of CenSCE's work
- Keep up-to-date on relevant emerging technologies including Social Media linked to the role
- Keep up-to-date with new approaches and methodologies linked to the role

Representing 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 CERT, CenSCE, and of the Graduate Development Programme
- Undertake 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:**

**This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.**

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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.

<b>Job description drawn up by</b>	Janette Thompson, Grace Mik and Sarah Hadlow CERT	December 2018
<b>Approved for department by</b>	Human Resources	December 2018

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