



Job Description & Person Specification

Post title: Graduate Project Officer - Mansfield and Ashfield Development Programme	Post No:
School or Department: Directorate	Date created: February 2021
Grade: £23,500 (Grade E)	Hours per week: 37
Fixed term end date (if applicable): September 2022	
Other requirements of the role:	
Immediate line manager: Head of Civic Engagement	
Title & Grade of posts line managed by postholder: Not applicable	

Job purpose:

Working as part of a small team, along with other University and external stakeholders, the main purpose of the role is to support the implementation and further development of NTU's programme of change in the post-industrial area of Mansfield and Ashfield. The Mansfield and Ashfield Development Programme has been co-developed in consultation with local stakeholders and seeks to help restore the fortunes of the area. In 2020, in support of the ambition of the Programme, NTU opened its flagship Mansfield HE Hub and Centre for Nursing and Allied Healthcare in partnership with Vision West Nottinghamshire College.

The post-holder will work closely with NTU colleagues leading themed areas of the Programme and with the Head of Civic Engagement in support of NTU's partnership with a range of civic stakeholders, most notably local authorities.

The Programme consists of six themed Workstreams, these are:

- Higher Education
- Improving Educational Opportunities
- Culture Compact
- Community Participation
- Economic Prosperity
- Research and Funding

The post-holder will be working closely with internal and external stakeholders to help deliver the Programme and to consider new ways to extend the Programme so that it continues to meet the needs of local people, local businesses and the area. The post-holder should have an active interest in local economic policy, economic development and the role of universities as anchor institutions contributing to place shaping.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

Principal Duties:

- The Programme is governed by the Mansfield and Ashfield Programme Management Board (PMB) an internal group chaired by the programme sponsor (Deputy Vice-Chancellor, Academic Development and Performance). The post-holder will administer and support the PMB, this will include scheduling meetings, developing agendas, writing accurate and polished minutes, tracking progress and ensuring the completion of actions.
- The post-holder will be actively engaged in the implementation of actions arising from the PMB working with internal departments as required, for example, the development of workshops or stakeholder events; the consideration and development of new themes of activity to support the achievement of the Programme.
- The post-holder will administer the Programme's operational budget, prepare proposals for consideration by the PMB, liaise with internal departments as required including finance.
- The post-holder will track progress, activities and achievements of the programme using project planning tools such as Excel. As required, develop compelling presentations and reports to convey progress and the future direction of the Programme.
- Support the leads of the Workstreams by as required, this may include:
 - a. Co-ordinating stakeholder and partner engagement through the use of the Microsoft Dynamics CRM system, recording opportunities, leads and contacts.
 - b. Organising, administering and contributing to the development of the Workstreams to help fulfil the Programme engaging new internal and external audiences.
- Support the Head of Civic Engagement to fulfil NTU's partnership with local authorities with a focus on the district councils of Mansfield and Ashfield. As required, support with early stage connections between the Programme and local authority partners in the pursuit of place-based funding linking into NTU Schools and Departments to deliver and extend the Programme.
- The post-holder will work with Communications and Marketing colleagues to develop and refresh a Communications Plan. The post-holder will take a lead role in sourcing and drafting content engaging internal and external audiences in the Programme's activities.
- The post-holder may also be required to support other Civic Programmes such as Universities for Nottingham (a collaboration between NTU and the University of Nottingham).

Representing the function to the wider University and NTU externally on matters relating to the role:

- Establishes confidence and respect for the function, arising project work and personally for the Graduate.
- Acts as a positive ambassador and advocate of the Graduate Development Programme.
- Undertakes additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

N.B. The post-holder 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.

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.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Demonstrate good working knowledge of Microsoft Office (including Office 365) products, including Microsoft Teams.</p>	<p>Knowledge of Microsoft Dynamics.</p> <p>Knowledge of challenges facing post-industrial areas.</p>
Skills	<p>Demonstrate strong organisational skills with good attention to detail.</p> <p>Work proactively, autonomously and exercise judgement and initiative.</p> <p>Accurate recording of meetings and the tracking of progress against actions.</p> <p>Prioritise workload, exercise judgment, and meet deadlines.</p> <p>Demonstrate strong communication skills (verbal and written).</p> <p>Network effectively and work collaboratively.</p>	<p>Familiarity with project management processes.</p>
Experience	<p>Experience of working in unfamiliar contexts.</p> <p>Experience of planning and organising e.g. meetings, seminars, research groups, interviews.</p> <p>Work independently and within a team.</p> <p>Experience of drafting good quality and visually appealing reports and presentations.</p> <p>Experience in preparing and presenting information in a clear and understandable format (visual and verbal).</p> <p>Experience of managing a diverse workload and meeting deadlines.</p>	<p>Experience of undertaking desk research.</p> <p>Wider experience, beyond academic discipline, for example: engagement in extra-curricular activities such as societies, sport, volunteering, student mentoring and outreach, etc.</p>
Qualifications	<p>NTU Graduate with 2.1 or above within the last two years</p>	

Competencies

Essential Competencies	Desirable Competencies
<p>Team working (Level 2) Contributes to team development, seeking and testing improvements to the team's outputs/service.</p> <p>Customer focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p>Communicating and influencing (Level 2) Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Making informed decisions (Level 1) Is aware of the data/information/research available to inform and develop areas of work. Keeps up to date with information and its quality in order to make judgements.</p> <p>Organisation and delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>	

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Head of Civic Engagement
