



Job Description & Person Specification

Post title: Graduate Policy and Project Coordinator	Post No:
School or Department: Directorate	Date created: March 2021
Grade: £23,500 p/a (Grade E)	Hours per week: 37
Fixed term end date (if applicable): September 2022	
Other requirements of the role:	
Immediate line manager: Claire Brown, Head of Strategic Policy and Transition	
Title & Grade of posts line managed by postholder:	

Job purpose:

To co-ordinate the delivery of innovative projects in partnership with stakeholders across the University, working directly with the Vice-Chancellor. Being responsive to emerging priorities based on both internal and external opportunities, policy changes and issues arising.

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 projects will focus on responding to specific University requirements, and there will also be opportunities for the postholder to identify and pursue emerging and innovative ideas.

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:

1. Co-ordinate project activities, including: planning and scheduling tasks; communicating and reporting progress; raising and solving risks and issues; and working in partnership with stakeholders across the University to deliver agreed project outcomes.
2. Evaluate findings, seek evidence-based solutions, and prepare reports and presentations that demonstrate business impact and learning from projects.
3. Proactively and constructively identify opportunities and innovative ideas to improve University practices, aligned to University, reimagined.
4. Respond to Higher Education policy developments, gather and analyse relevant information and summarise findings accurately and concisely to feed into decision-making.
5. Undertake research into internal and external opportunities and issues and provide analysis, interpretation, data analytics and options for consideration.
6. Work alongside the Head of Strategic Policy and Transition in responding to the priorities of senior leaders, including the Vice-Chancellor, Chief Operating Officer and the Deputy Vice-chancellors.

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. Any changes to the role should be agreed in discussion between the role holder and line manager.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Demonstrate good working knowledge of Microsoft Office (including Office 365) products. 	<ul style="list-style-type: none"> • Familiarity with project management process and methodologies.
Skills	<ul style="list-style-type: none"> • Work proactively, autonomously and exercise judgement and initiative. • Evaluate information and apply evidenced based approaches to problem solving. • Strong organisational skills and attention to detail. • Generate a range of ideas and solutions that are not bound by convention. • Network effectively and work collaboratively. • Excellent communication skills (verbal, written and in presentation). • Influence others through persuasion and negotiation. • Prioritise workload and meet deadlines. • Analytical and decision-making skills with a clear and logical approach to work. 	
Experience	<ul style="list-style-type: none"> • Gathering and analysing qualitative and quantitative data, and reporting findings. • Working independently and within a team • Using a solutions-driven approach when dealing with unforeseen issues in changing circumstances. • Planning and organising: e.g. meetings, seminars, research groups and interviews. • Preparing and presenting information (visual and verbal) e.g. updates, options for discussion. • Managing a diverse workload. 	<ul style="list-style-type: none"> • Working successfully in challenging and unfamiliar contexts • Working within a cross-disciplinary or mixed-disciplinary environment. • Wider experience, beyond academic discipline, e.g. engagement in extra-curricular activities such as music, sport or volunteering.
Qualifications	<ul style="list-style-type: none"> • NTU undergraduate degree of 2:1 or above, within the last two years (2019 summer graduation) 	

Competencies	
Essential Competencies	Desirable Competencies
<p>Communicating and Influencing (Level 2) Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Organisation and Delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</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>Team Working (Level 2) Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges self and others</p>	<p>Creativity and innovation (Level 1) Seeks out, reviews and integrates new ways of working into role</p> <p>Making informed decisions (Level 2) Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.</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): Claire Brown, Head of Strategic Policy and Transition
