



## Job Description & Person Specification

<b>Post title:</b> Graduate Project Co-ordinator (Estates) – Campus Masterplanning and Information Management Co-ordinator	<b>Post No:</b>
<b>School or Department:</b> Estates	<b>Date created:</b> February 2021
<b>Grade:</b> £23,000 (Grade E)	<b>Hours per week:</b> 37
<b>Fixed term end date</b> (if applicable): September 2022	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> David McClory, Head of Estates Planning and Performance	
<b>Title &amp; Grade of posts line managed by postholder:</b> N/A	

**Job purpose:** To assist the Director of Estates and the Head of Estates Planning and Performance to develop masterplans for the future development of each campus. The role will also be involved in assessing the way information is stored and managed with regards to NTU buildings and real estate.

**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

- Assisting in the current project to create new masterplans for each campus
- Researching the relevant planning policies and guidance as they relate to each campus
- Supporting the broader estate management function including any new property acquisitions and disposals
- To collate information from meetings with relevant stakeholders and assist with the development of masterplans for each campus.
- Developing, applying and adhering to information and process 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

**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.

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products</p> <p>Information management</p> <p>Policy and law relating to real estate - such as town &amp; country planning, landlord &amp; tenant</p>	<p>Familiarity with project management process and methodologies</p>
<b>Skills</b>	<p>Excellent communication skills (both verbal and written) at all levels and the ability to develop relationships quickly</p> <p>Meeting customer expectations through excellent customer focus and a solutions driven approach</p> <p>Strong organisational skills with attention to detail</p> <p>Ability to influence others through persuasion and negotiation</p> <p>Ability to prioritise workload exercise judgment, and meet strict deadlines</p> <p>Ability to network effectively and work collaboratively with other staff within post department and University-wide.</p> <p>Analytical and decision making skills with a clear and logical approach to work.</p>	<p>Ability to work proactively without supervision, exercising judgement and initiative as necessary.</p>
<b>Experience</b>	<p>Demonstrable experience of working in planning and/or property</p> <p>Experience of delivering and analysing reports/information</p> <p>Working independently and within a team and dealing with unforeseen issues in ever changing circumstances</p> <p>Use a solutions-driven approach when dealing with unforeseen circumstances</p> <p>Exposure to preparing and presenting information in the form of updates or options for discussion</p> <p>Experience of managing a diverse workload</p>	<p>Communicating with professional and managerial staff</p> <p>Ability to demonstrate good experience of analytical tools (e.g. Power BI, Excel or similar)</p>

<b>Qualifications</b>	NTU Graduate degree of 2:1 or above, within the last two years  OR  NTU Graduate degree of 2:1 or above with a NTU Postgraduate Degree with a Commendation or above within the last two years	Preferred subject areas – real estate, urban planning, or related subject
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<b>Competencies</b>	
<b>Essential Competencies</b>	<b>Desirable Competencies</b>
<p><b>Team Working (Level 2)</b> Leads aspects of team work, seeking and implementing improvements to the team's outputs / service and developing colleagues within the team. Challenges colleagues</p> <p><b>Customer Focus (Level 2)</b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p><b>Communicating and Influencing (Level 2)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p><b>Making informed decisions (Level 2)</b> Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.</p> <p><b>Organisation and Delivery (Level 2)</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><b>Adaptability (Level 1)</b> Willingly takes on new tasks / adopts new approaches as required as appropriate to the job role. Participates in PDR and takes responsibility for keeping professional skills and knowledge up to date.</p> <p><b>Entrepreneurial and Commercial Focus (Level 1)</b> Works to ensure that resources are used with care and due regard to cost and environment.</p>	<p><b>Leaving and Coaching (Level 1)</b> Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example.</p> <p><b>Creativity and Innovation (Level 1)</b> Seeks out, reviews and integrates new ways of working into the role</p>

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

