Nottingham Trent University

Job Description & Person Specification

Post title: Graduate Project Coordinator	**Post No:**
School or Department: Digital Technologies	**Date created:** February 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: Anthony Jordan, DT Estates Programme Manager
Title & Grade of posts line managed by postholder:

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 outputs to meet specific university needs; working within a project team and with key stakeholders; working to agreed parameters of cost, scope, timescales and quality.

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

Assist with project start-up, initiation, delivery and closure activities, to ensure business solutions are strategically aligned and move seamlessly into operation:

- Assist in the definition 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 teams as necessary
- Support project deliveries as required of the role within agreed timescales and budget
- Ensure that project activities they are responsible for are delivered on time, taking corrective action as necessary, and 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:

- Keep the project manager/programme manager informed of the status of your project activities raising issues which may impact deliverables and client/stakeholder relationships
- Escalate issues to the project manager/programme manager to obtain the support needed to resolve the issues
- Ensure that project customers or end-users are kept up to date on progress, issues and risks
- Ensure that project suppliers are kept up to date

Collaborating and communicating with project team members:

- Participate in Project Team communication mechanisms including regular Project Team meetings
- Support resources in delivering project outputs to ensure they are on time, quality and in budget
- Communicate ideas for improving university processes with a positive and constructive attitude

Developing, applying and adhering to project management related processes:

- Develops and maintains 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 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.

Personal Attributes		
Attributes	**Essential**	**Desirable**
Knowledge	Able to demonstrate a good working knowledge of Microsoft Office, including Office 365 software	Familiarity with project management process and methodologies Familiarity with Microsoft SharePoint Familiarity with Microsoft Teams.
Skills	Good level of written and verbal communication skills, ability to give information clearly and factually, and receive information effectively Ability to network effectively and work collaboratively with colleagues within post department, university-wide, and with external suppliers Ability to shape communications to suit the target audience at all levels of the organisation from team members to senior management. Proactive approach to the delivery of excellent customer service Demonstrate good organisational skills with the ability to work on own initiative, prioritise own workload and complete tasks within agreed timescales, budget and quality Good analytical and decision-making skills with a clear and logical approach to work and attention to details	Ability to support meetings e.g. facilitation, meeting notes and leading Ability to influence others through persuasion and negotiation
Experience	Experience of creating reports using data and analysing reports/information to propose recommendations Working independently and with a team to deal with unforeseen issues in ever changing circumstances Exposure to preparing and presenting information in the form of updates or options for discussion	Communicating with professional and managerial staff Experience of managing a diverse workload and negotiating work schedules with contractors Monitoring progress on work done by others and maintaining systems for tracking progress Scheduling work with multiple constraints

Qualifications	Graduate degree of 2:1 or above from NTU within the last two years	

Competencies

Essential Competencies	Desirable Competencies
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 colleagues **Customer Focus (Level 2)** Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction. **Communicating and Influencing (Level 2)** Communicates information effectively to a wide range of diverse stakeholders, influencing events. **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. **Organisation and Delivery (Level 2)** Plans time taking account or organisational priorities and other colleagues' work roles to achieve results.	**Leading and Coaching (Level 1)** Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example. **Adaptability (Level 1)** Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDR and takes responsibility for keeping professional skills and knowledge up to date. **Creativity and innovation (Level 1)** Seeks out, reviews and integrates new ways of working into role.

[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): DT Estates Programme Manager