

Job Description

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| Post title: Graduate Leadership Engagement Project Co-ordinator | Post No: |
| Organisation Unit: DVC - R&I | Date compiled: January 2020 |
| Salary: £23,500 p.a. | Hours per week: 37 Weeks per year: 52 |

If fixed term, state duration: 13 months, August 2020 – September 2021

Immediate line manager: Project Officer for DVC - Research & Innovation (tbc)

Designation and grade of any staff supervised by the postholder: Not applicable

Job purpose:

Reporting to the Project Officer for the Deputy Vice-Chancellor, Research and Innovation and working alongside NTU's Academic Director of Research and Innovation, you will be responsible for supporting the planning, coordination and delivery of resources to support our new College for Leadership Engagement and Research (CLEaR). You will be required to work independently and as part of a team, and to interact and build relationships with a wide range of colleagues in both academic and professional services including Organisational Development. As well as to gathering and synthesising information and supporting the creation of resources and learning materials aligned to NTU's Researcher Development offer.

Principal duties and responsibilities:

You will be contributing to workstreams that support NTU's ambition to be a world leader in research and enterprise that transforms lives and builds futures. CLEaR will build and promote sustainable research leadership and enterprise as a recognisable endeavour at NTU, providing routes to development through building research leadership skills and capability for academic colleagues. By collating existing provision for identified stages of research leadership and using this to help shape new learning materials and resources, you will be playing a key role in the success of this new initiative.

Plan and coordinate all phases of projects, from initiation, through design and delivery, to implementation, adhering to project management related processes:

- Support the development of materials and resources so that CLEaR can achieve agreed outcomes.
- With support, take a lead role in collating existing resources and sourcing new ones.
- Support the Project Officer in the design and administration of activities as required.
- Draft and disseminate project information as required.
- Undertake duties and produce deliverables, as required of the role, within agreed timescales and outcomes.
- Monitor progress with given tasks to ensure that agreed objectives are being realised, identifying corrective action as necessary.
- Coordinate any meetings as required.
- Evaluate potential risks and opportunities to ensure effective delivery of activities.
- Adhere to agreed project management planning and processes, and disseminate project information as required.
- Analyse potential risks and opportunities to ensure effective delivery of activities.
- Coordinate evaluation activities and reports that demonstrate engagement and impact.
- Gather information and summarise findings accurately and concisely with attention to detail.
- Coordinate project scheduling, activities and events.
- Adhere to appropriate project management and university processes.

Collaborate and communicate:

- Communicate ideas for improving University processes with a positive and constructive attitude, and developing this attitude with others.
- Participate in appropriate internal team communication and meetings.

Other:

- To carry out other duties as and when required.

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.

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. The postholder will also be expected to work across all NTU campuses, where required.

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| Job description drawn up by | Human Resources | Jan 2020 |
| Approved for department by | | |