

## Job Description

### General Details

Job title:	Project and Portfolio Officer (RIIS17-01I)
Faculty/Service:	Research, Innovation and Impact Services (RIIS)
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 6
Date Prepared:	September 2017

### Job Purpose

The Project and Portfolio Officer is responsible for the facilitation and delivery of a portfolio of research and enterprise projects. Working in collaboration with academic project leads, the post holder ensures that realistic project plans are developed and maintained and that regular and accurate communication is provided to the project lead, partners and stakeholders. The post holder identifies, assesses and manages risks to ensure the successful delivery of projects and takes appropriate action where performance deviates from agreed tolerances. The post holder ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off.

### Relationships

Reporting to:	Head of Project Delivery
Other Key Internal Relationships:	Academic Project Leads Research Development and Funding Managers Finance Business Partners

### Main Activities

- Define the scope of projects in collaboration with academic project leads.
- Create detailed work plans which identifies and sequences the activities needed to successfully complete projects.
- Determine the resources (time, money, equipment, etc.) required to complete projects.
- Develop project plans that effectively allocates resources to activities.
- Create appropriate forms and records to document project activities in accordance with the University's project management framework.
- Set up and maintain files to ensure that all project information is appropriately documented and secured.
- Monitor the progress of projects and make adjustments as necessary to ensure the successful completion of projects.
- Establish and maintain a communication plan for projects to update stakeholders including appropriate staff in the organization on the progress of the project.
- Provide regular project progress reports to academic project leads, partners and stakeholders.

- Compile and complete any necessary returns and reports to project funders.
- Communicate regularly with funders as outlined in funding agreements.
- Work collaboratively with Finance to monitor all budgeted project expenditures.
- Ensure that all financial records for projects are up to date.
- Undertake project close-out procedures as documented in the University's project management framework.
- Record and evaluate the outputs and outcomes of projects
- Facilitate any internal or external review or evaluation of projects.
- To support knowledge exchange and research impact related activities

### Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

## Person Specification

**Job Title:** Project and Portfolio Officer (RIS17-011)

**School/Service:** Research Innovation and Impact Services

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Possess a first degree or equivalent professional qualification	E	A
2	Experience of project management either in higher education or business/industry	E	A/I
3	Knowledge and understanding of project management frameworks, systems and processes	E	A/I
4	Strong financial and resource management experience and ability	E	A/I
5	Ability to communicate effectively - speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.	E	A/I
6	Creative thinker and problem solver with the ability to assess situations, identify problems and their causes, gather and process relevant information, and make recommendations and/or resolve the problem.	E	A/I
7	Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.	E	A/I
8	The ability to manage internal and external professional relationships in a positive and proactive way	E	A/I
9	A strong team player with an inclusive and purposeful team-based approach	E	A/I
10	Willingness to work flexibly	E	A/I
11	A commitment to the University's values, aims and objectives	E	A/I
12	A project management qualification (i.e. Prince 2, etc.)	D	A/I
13	Experience of managing multiple projects simultaneously	D	A/I

**\*Key**

**[A]** Application form

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

**[I]** Interview

To be assessed during the interview process including selection tests or presentation, as appropriate