

This post is part funded by the ERDF



**European Union**

European Regional  
Development Fund



Staffordshire University Services Ltd

## Job Description

<b>Job title</b>	Project & Portfolio Officer – SAMPID RIIS19-03
<b>School/Service</b>	Research, Innovation and Impact Services (RIIS)
<b>Normal Workbase</b>	Stoke Campus
<b>Tenure</b>	Fixed term for 3 years
<b>Hours/FTE</b>	18.5 hours per week/0.5 FTE
<b>Grade/Salary</b>	Grade 6
<b>Date Prepared</b>	November 2019

### Job Purpose

The Project and Portfolio Officer is responsible for supporting the delivery of the Staffordshire Advanced Manufacturing Prototyping and Innovation Demonstrator (SAMPID). Working with the Programme manager the postholder ensures that realistic project plans are developed and maintained and that regular and accurate communication is provided to the project team, 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:	Programme Manager (SAMPID)
Responsible for:	N/A
Other Key Internal Relationships:	Academic Project Leads Employer Partnerships Finance Business Partners

### Main Activities

- Define the scope of the projects in collaboration with the Programme Manager.
- 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 and ERDF requirements.
- 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 and following ERDF publicity requirements.
- Provide regular project progress reports to academic project leads, partners and stakeholders.
- Support the compilation and completion of any necessary returns and reports.
- Communicate regularly with funders as outlined in funding agreements.
- Work collaboratively with Finance to monitor all budgeted project expenditures and ensure defrayal of eligible expenditure.
- Ensure that all financial records for projects are up to date and retained in accordance with ERDF document retention requirements.
- Undertake project close-out procedures as documented in the University's project management framework.
- Record and evaluate the outputs and outcomes of projects in line with ERDF contractual requirements.
- Facilitate any internal or external review or evaluation of projects.
- To support knowledge exchange and research impact related activities.

### Special Conditions

The role holder will require a valid driving license to drive in the UK. They will be required to travel to partner businesses from time to time in a cost effective manner, which will require use of a car. To be committed to working with the University to further improve the carbon footprint/environmental issues.

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### Variation to Job Description

The employer 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.

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### **Conditions of Service**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.