



# European Union

## European Social Fund



Staffordshire University Services Ltd

This post is part funded by the European Social Fund (ESF)

### Job Description

<b>Job title</b>	Project & Portfolio Officer
<b>School/Service</b>	Research, Innovation and Impact Services (RIIS)
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Fixed term
<b>Grade/Salary</b>	37 hours per week/1.0 FTE
<b>FTE</b>	Grade 6
<b>Date prepared</b>	September 2017

### Job Purpose

The Project and Portfolio Officer is responsible for supporting the delivery of the Staffordshire E-Skills & Entrepreneurship Gateway (SEGway) project. 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 will identify, assess and manage risks to ensure the successful delivery of the project 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 - SEGway

Responsible for: N/A

Other Key Internal Relationships: Academic Project Leads  
 Research Development and Funding Managers  
 Centre of Business, Innovation and Enterprise  
 Finance Business Partners

### Main Activities

- Support the development of projects plans in collaboration with academic project leads and other relevant stakeholders.
- Support and monitor detailed work plans which identifies and sequences the activities needed to successfully complete projects.
- Determine the resources (time, money, equipment, etc.) required to complete project.
- 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 ESIF 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 ESIF 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 ESF 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 ESF contractual requirements.
- Facilitate any internal or external review or evaluation of projects.
- To support knowledge exchange and research impact related activities
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

### **Special Conditions**

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues. This post is part funded by the European Structural and Investment Funds through the European Social Fund.

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<b>Professional Development</b>
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<p>The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.</p>
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<b>Variation to Job Description</b>
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<p>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.</p>
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<b>Conditions of Service</b>
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<p>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).</p> <p>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.</p>
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<b>Informal Discussion</b>
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<p>Should you wish to discuss this vacancy informally before making an application please contact:</p>
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<b>Application Procedure</b>
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<p>We encourage you to apply on-line at our website <a href="http://jobs.staffs.ac.uk">http://jobs.staffs.ac.uk</a> as the system is user friendly and simple to complete.</p>
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Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, 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.

The closing date is midnight on 25/06/21

For information, interviews will be held on 14/07/21