



Job Description

Job Title	Project and Portfolio Co-ordinator
School/Service/Institute	Research Innovation and Impact Services (RIIS)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 5
FTE/Hours	1.0 FTE

Job Purpose

To provide administrative support for a designated portfolio of projects, working closely with the Project and Portfolio Officer/Programme Manager and project team members, to contribute to project delivery by providing the specific administrative support as necessary for the projects and support the delivery of all projects within the project timeline and to budget.

To support departmental communications and engagement with both our internal and external partners as an active member of the RIIS visibility and engagement team.

Relationships

Reporting to:	Programme Manager – RIIS
Responsible for:	No line management responsibility

Main Activities

- To provide administrative support to the Project and Portfolio Officer/Programme Manager for a designated portfolio of projects with diverse administrative requirements dependent upon the specific projects – with varying funders, durations, complexities, regulations and deadlines.
- To contribute to the budget setting process for projects under the guidance of the Project and Portfolio Officer/Programme Manager and assisting with the production of budget costings for both speculative and confirmed projects.
- To have a clear understanding of the project plan, including an understanding of project deliverables and milestone dates and, under the guidance of the Project and Portfolio Officer/Programme Manager, liaising with individual project team members to support the delivery of the project.

- To maintain detailed and robust recording systems for agreed project activities, showing progress against project outcomes, in order to provide any periodic reports and claims as may be required by project funders.
- To have a good understanding of the financial and technical reporting requirements of major funding.
- Organisations and to support the Project and Portfolio Officer/Programme Manager with accurate and detailed reports, project updates and evidence to meet funding audit requirements.
- To organise project review meetings, seminars, conferences or other project-related events.
- To establish and maintain a positive working relationship with external stakeholders, as appropriate.
- To liaise with Financial Services over the procurement of any items/services necessary for the delivery of the project and to schedule and organise complex travel arrangements for project staff.
- To increase the visibility of RIIS both internally and externally through clear, coordinated and engaging communications with colleagues, partners, members of the public and other stakeholders.
- To increase the visibility of RIIS across Staffordshire University through regular engagement and updates through Workvivo, the staff intranet and the Researcher Network site.
- Contribute to relevant, engaging and timely updates of the RIIS website and social media channels.
- Support researchers across Staffordshire University to share their research with members of the public and other peers.
- Support the planning, delivery and evaluation of RIIS events such as the Research Conference.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- 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

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.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.