



Job Description

Job Title	Access and Participation Project Officer
School/Service/Institute	Academic Quality and Development
Normal Workbase	Stoke Campus
Tenure	Fixed Term for 48 months
Grade/Salary	Grade 6
FTE/Hours	1.0 FTE

Job Purpose

To support the delivery and evaluation of a range of projects which underpin the Curriculum strand of work in the Staffordshire University Access and Participation Plan which will run from August 2024.

Relationships

Reporting to:	Head of Academic Projects
Responsible for:	No line management responsibility
Key working relationships:	Work closely with SCoLPP, Head of Academic Projects and Educational Research and Evaluation to manage and support evaluation of projects

Main Activities

- To support the delivery of our 2024-2028 Access and Participation Plan, working with the wider project groups and taking a collaborative approach to ensure our targets are met.
- To project manage the programmes of work in the curriculum strand of our APP through setting project timelines and milestones, ensuring that project tasks are completed to deadline, and monitoring and reporting on progress.
- Working directly with stakeholders to persuade and direct to ensure work is managed to deadlines
- Influence internal and external stakeholders whilst managing changes related to the APP.
- To plan, organise and manage tasks within the projects as required.
- To design and deliver projects to increase student engagement.
- To support the Educational Research and Evaluation team with the formative and impact evaluation of projects in the curriculum strand of the APP.

- To provide written reports and presentations on project progress, drawing on literature, monitoring and evaluation data and project team feedback, and disseminate internally and externally.
- To conduct basic quantitative and qualitative analyses with monitoring and evaluation data, and present this in meaningful ways to a range of audiences.
- To develop project Theories of Change as evaluation takes place over the project life cycle.
- To undertake any other training, duties or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management
- 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

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.