Purpose of role
To provide project administration to the Education and Student Experience (ESE) function within the Faculty and assist the management team in a project support role on key cross-Faculty initiatives. The role holder will also assist with the co-ordination and presentation of strategic information, lead on clearly defined smaller initiatives or work streams within larger projects, particularly those that relate to the establishment or review of policy and procedures.

The role holder will be supporting student recruitment initiatives for undergraduate and postgraduate, and work with other university functions involved in international recruitment and global engagement with various partnerships across the world.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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Project support for key Faculty Education and Student Experience projects

- Work in partnership, including significant face-to-face interaction, with project leads including academics, APM staff and students.
- Provide high-quality project management support:
  - Draft and maintain relevant project documentation, such as schedules, risk registers and issue registers according to University standards (including maintaining appropriate version control).
  - Monitor progress against timelines and milestones and pro-actively identify approaching deadlines.
  - Co-ordinate working group meetings and follow up actions.
  - Develop and implement communication plans.
  - Develop and maintain the project folders.
- Lead work streams or components of large projects under the direction of the Faculty Education and Student Experience Management Team.
- Plan and organise project related events such as student engagement events, training workshops, briefings and celebrations.
- Develop processes and/or systems to assist with the co-ordination of the production, review and sign-off of project related information and specialist products.

Examples of project management the role holder will be involved in:
- Student recruitment campaigns supporting department admissions tutors in delivering recruitment plans to include:
  - International student recruitment activity.
  - Conversion activity of our undergraduates to postgraduates.
- Summer schools.
- Coordination of scholarship processes.
- Recruitment through International Partnerships, working with the Office of Global Engagement, provide support for partnership generation with universities across different regions, coordinating partnership processes and meetings, liaison with partner contacts.

### Event planning and management

Develop, deliver and evaluate events both on campus and externally:
- Under the direction of key senior stakeholders, both internal and external, design and timetable event programmes.
- With the support of the Engineering Marketing Team develop a full range of promotional materials to market events.
- Develop and co-ordinate Faculty contributions to University wide initiatives (e.g. International Student Welcome, open days).
- Managing the promotion and logistics for each event.
- Produce and monitor risk assessments for each event.
- Establish evaluation mechanisms for events to identify successes and make recommendations on improvements.
- Recruitment, co-ordination, briefing and training of student ambassadors to support events.

Examples of events:
- Design and delivery of Faculty events for international visitors.
- Foundation year destination course event.
- Events for overseas applicants, e.g. video interviews, online events, etc.
- Staff visits between our international campuses.

### Project reporting, research and communication

The role holder will be responsible for ensuring agreed communication plans are put into practice, including:

- Proactive production of management reports on progress, issues and risks, including gathering of relevant material from individuals contributing to initiatives.
- Identification and escalation of high-risk issues to the Education and Student Experience Management Team with appropriate provision of recommendations for solutions.
- Draft initiative communication incorporating revisions from stakeholders.
- Compile, update and manage the distribution of project reports to agreed audiences.
- Respond to requests for documentation, taking into account appropriate access rights and issues of confidentiality.
- Communicate and build working relationships with key contacts from other teams and departments to support the project activities.
- Research competitor activity in relevant projects/activity.
- Support in the information handling and analysis for KPIs and where appropriate prepare results presentations for the Senior Management Team.

Examples include:
- Competitor scholarship and fee research;
- Producing market specific applicant and offer holder communications;
- Transition support for foundation students progression into year one;
- Monitoring and reporting on performance of international partnership recruitment.

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<th>Other Duties</th>
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<td>Other comparable duties as may reasonably be required at the request of the Education and Student Experience Management Team.</td>
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<td>Cross team working – covering areas of work within the team</td>
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### Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>▪ Excellent written and proof reading skills</td>
<td>▪ Microsoft Teams and Sharepoint</td>
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<td>▪ Excellent verbal communication</td>
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<td>▪ Presentation and facilitation skills.</td>
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<td>▪ Influencing and negotiation skills.</td>
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<td>▪ Excellent IT skills with intermediate/advanced level capabilities in MS Outlook and Word and PowerPoint</td>
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<td>▪ Excellent attention to detail and ability to identify key issues in complex information.</td>
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<td>▪ Methodical, ordered and highly proactive approach to work.</td>
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<td>▪ Ability to prioritise and manage own workload and work with minimum supervision.</td>
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<td></td>
<td>▪ Numerate including being able to track expenditure against a budget and reconcile data from a variety of sources.</td>
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| Knowledge and experience                    | ▪ Experience of working in a busy office environment where several tasks need to be undertaken simultaneously. | ▪ Experience of working in a Higher Education. |
|                                            | ▪ Experience of developing strong working relationships within a diverse team. | ▪ Knowledge or experience of handling sensitive data and an understanding of Data Protection legislation. |

| Qualifications, certification and training (relevant to role) | ▪ A-level, or equivalent, plus experience of working in a project or administrative support role OR considerable relevant experience in a project administration or management role. | ▪ Educated to degree level, or equivalent. |

The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.

Forward thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

Line manager
Role holder
Key stakeholder relationships

Faculty Admissions and Partnerships Manager
Education and Student Experience Initiatives Officer (Admissions)
Faculty Admissions Tutors Team
Education and Student Experience Team
Potential students, applicants and offer holders