University of Nottingham
UK | CHINA | MALAYSIA

Job title	Project Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	University of Nottingham Libraries	Location	Kings Meadow Campus (although may require travel to other Nottingham-based campuses)

Purpose of role

You will provide project management administration to the e-Assessment Programme and Programme Manager. This will enable e-Assessment to be a well-organised Programme where each individual can deliver to a high quality and contribute to a high-performing, inclusive and collaborative team.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Provide Project Administration to the e-Assessment Programme:** ▪ Be a point of contact for administrative, reporting and project documentation enquiries relating to the e-Assessment programme ▪ Compile & maintain timesheet reporting for the programme ▪ Assist with preparation of documentation for reporting purposes, such as Project Updates and Status Reports ▪ Maintain and update project spreadsheets, such as Action Trackers and Risk Registers ▪ Set up, attend and take minutes of project meetings, including Project Governance Boards with senior stakeholders ▪ Maintain project OneDrive, SharePoint and Teams sites ▪ Lead with organising online and in-person meetings, with both internal and external audiences. ▪ Support maintenance of the Programme plan. ▪ Communicate action deadlines to Programme team members and contribute to regular, effective internal communications ▪ Respond to general internal and external enquiries about the Programme	65%
2	**Provide Project Administration to the e-Assessment Programme Manager:** ▪ Support the Programme Manager in setting up, embedding and maintaining use of Project Management Office (PMO) processes for the programme. ▪ Support the Programme Manager in producing and maintaining project documentation	25%

	▪ Support the Programme Manager in setting up and running efficient meetings, such as producing agendas and minutes where needed	
3	**Other duties** ▪ Attend training and development sessions relevant to role in order to improve practice in relation to duties ▪ Any other duties appropriate to the grade and role	10%

Person specification

	Essential	Desirable
Skills	▪ Good written communication skills, such as writing minutes and status reports ▪ Good verbal and interpersonal communication skills, to support organising the project team ▪ Good IT skills, including knowledge of Microsoft Office. ▪ Ability to use own initiative. ▪ Good organisational skills and the ability to manage tasks. ▪ Good administration skills, such as organising files, documents, actions and plans ▪ Good attention to detail	▪ Basic project management skills ▪ Basic financial reporting skills
Knowledge and experience	▪ Experience in an administrative role ▪ Experience working within a team ▪ Experience creating, managing and manipulating spreadsheets in Microsoft Excel	▪ Project Management Office (PMO) experience ▪ Experience of online working using MS Teams
Qualifications, certification and training (relevant to role)	▪ Evidence of educational competence e.g. GCSE Maths and English at Grade C or above, or vocational qualifications (NVQ 2-3) or equivalent ▪ Willing to undertake relevant training as required	▪ Higher level qualifications in relevant subjects

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 Health & Safety, Equality, Diversity & Inclusion, 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

Programme Manager

Role holder

Project Administrator

Key stakeholder relationships

Project Team

University Staff