### Purpose of role

Working as part of the Education and Student Experience (ESE) Team, to support the successful delivery of education and student experience elements of the Faculty’s strategic plan, to continually improve the student experience. The role holder will 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.

### 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 and APM staff.
- 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.
- 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 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 include:

- Co-ordinating and developing peer mentoring across the faculty. The role holder will recruit and train mentors, organise events, manage the Moodle platform to support student interactions, act as key point of contact for mentors.
- Co-ordinating the Engineer your future workshop series.
### Working with colleagues in Careers to co-ordinate and develop a series of workshops focused on professional competencies and interpersonal skills.

- Co-ordination of a series events and activities for students to meet alumni
- Support for the Open Source Assistive Devices (OPAD) group.
- Co-ordinate promotion and information sessions to students about the project opportunities, organise project launch and showcase events, support ethics and safeguarding training sessions and guest lectures.

### Event and activity planning and management

Develop, deliver and evaluate events and activities both on campus and virtually online:

- Under the direction of key senior stakeholders, both internal and external, design and timetable event/activity programmes.
- With the support of the Engineering Marketing Team develop a full range of promotional materials to promote events.
- Develop and prepare communications to students.
- Develop and co-ordinate Faculty contributions to University-wide initiatives (e.g. wellbeing events, 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 and training of student ambassadors to support events.

### Project reporting 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 Senior 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.

### Management of Nottingham Advantage Award (NAA) modules

- The role holder will manage all aspects of the support required to deliver the NAA modules hosted within the Faculty, e.g. Peer mentoring modules.
- Be responsible for confirming eligibility and registering students on the module(s).
- Planning and co-ordination of training sessions, with the support of the appropriate colleagues.
- Be responsible for ensuring robust processes are in place to track student attendance, enable submission and marking of work and to facilitate the moderation process.
- Ensure modules are reviewed and recommendations for improvements are made based on feedback from participants, both on the student and delivery side, and in line with any directives from the central NAA team.

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<th>5</th>
<th>Other Duties</th>
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<tr>
<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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### Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>▪ Procedure, guidance and/or policy development.</td>
<td>▪ Project management.</td>
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<td>▪ Excellent written and proofreading skills.</td>
<td>▪ Microsoft Teams and SharePoint skills.</td>
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<td>▪ Excellent verbal communication skills.</td>
<td>▪ Numerate and able to track expenditure against a budget.</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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<tr>
<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>▪ Ability to prioritise and manage own workload and work with minimum supervision.</td>
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<tr>
<td>▪ Ability to work on own initiative, whilst also working as part of a team.</td>
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| Knowledge and experience | | |
|--------------------------|--------------------------|
| ▪ Experience of providing project and planning administration. | ▪ Experience of working in a Higher Education. |
| ▪ Experience of working in a busy office environment where several tasks need to be undertaken simultaneously. | ▪ Experience of using Content Management Systems for website design and maintenance. |
| ▪ Experience of developing strong working relationships within a diverse team. | ▪ Knowledge or experience of handling sensitive data and an understanding of Data Protection legislation. |
| ▪ Experience of taking minutes at meetings and assigning actions. | |

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
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<tr>
<td>▪ 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.</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
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