

<b>Job title</b>	Senior Project Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	PEMC Group, Faculty of Engineering	<b>Location</b>	University of Nottingham (Jubilee Campus)

## Purpose of role

The PEMC group is a leading research group in its field delivering significant projects in collaboration with industry partners. The role holder will join the PEMC group, hosted within the Power Electronics and Machines Centre at the University of Nottingham on the Jubilee Campus and support in the delivery of the group's ambitious research and development programmes. The Senior Project officer will deliver project administration and manage internal coordination supporting to assist in the pace and level of outreach with internal and external stakeholders.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Project Administration</b> <ul style="list-style-type: none"> <li>Proactively support the day to day delivery of key projects and strategic centres within the group resulting in the achievement of required outputs for the projects.</li> <li>Develop and subsequently manage the operational processes that must work effectively across the group, university and with external stakeholders. Examples include the development and maintenance of project databases, security processes, documentation, and recruitment to minimise gaps.</li> <li>Provide project management and administrative support across multiple projects and business cases and across the senior team.</li> <li>Ensure project delivery aligns to UoN policies and procedures.</li> </ul>	50%
2	<b>Reporting, Finance and budget</b> <ul style="list-style-type: none"> <li>To establish systems and manage collating of information for reporting of key outputs.</li> <li>To provide regular reports on progress for management, and governance boards as required in a timely manner.</li> <li>Managing and reporting on project budgets to include effective financial management and administration for financial transactions relating to the project and ensuring clear accountability.</li> </ul>	15%
3	<b>Events &amp; Communications</b>	10%

	<ul style="list-style-type: none"> <li>• To oversee and assist in event organisation, planning and coordination ensuring effective delivery of key events for the group, including network meetings, workshops, conferences, and outreach events.</li> <li>• Support the production and preparation of publicity material for the programme including arranging people and collateral for events.</li> <li>• To ensure and support effective internal and external communication around the group, championing the group across the institution and supporting key academics and researchers with engagement.</li> <li>• To work with the project teams and communications professionals to develop and ensure effective delivery of a comms plan for the projects, and use of various media.</li> <li>• To promote the partner's research expertise and provide day to day management of external enquiries.</li> </ul>	
4	<p><b>Group coordination</b></p> <ul style="list-style-type: none"> <li>• Act as the central administration contact point for PEMC group team members, University staff and external stakeholders to ensure the projects are delivered in a coordinated and efficient manner.</li> <li>• Coordinate the delivery and reporting on project outcomes.</li> <li>• Support the scheduling of workshops, project and group's governance meetings, external stakeholder visits and other meetings and events related to the PEMC group.</li> <li>• Coordinating contributions and content for key meetings in a timely manner, aligned to university reporting requirements timeframes.</li> <li>• Working with academics to support external visitors meetings, reporting internally and externally and organisation of workshops.</li> </ul>	15%
5	<p><b>Funding</b></p> <ul style="list-style-type: none"> <li>• To build relationships with our academics and researchers and support relationship building between them and the businesses we engage with (and vice versa)</li> <li>• To support the development of major and minor funding opportunities.</li> </ul>	5%
6	Any other duties appropriate to the grade and role.	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills with a demonstrable ability to build strong working relationships with internal and external stakeholders at all levels.</li> <li>▪ Ability to prioritise workload effectively and achieve results under pressure, working to tight time constraints and managing conflicting priorities.</li> <li>▪ Highly organised, self-motivated and committed, with the ability to work effectively in a group and use own initiative when undertaking work individually.</li> <li>▪ Ability to work cohesively within a team.</li> <li>▪ Excellent time management skills and proven ability to work to tight deadlines.</li> <li>▪ Ability to manage and organise a large portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge/experience of relevant hydrogen sectors</li> <li>▪ Business planning</li> <li>▪ Knowledge and understanding of academic culture</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing, monitoring and administering multiple projects.</li> <li>▪ Ability to develop, plan and manage the organization of events and workshops appropriate to the delivery of the project</li> <li>▪ Evidence of meeting agreed targets and outputs</li> <li>▪ Experience of managing, monitoring and reporting on budgets.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established network of working relationships across the PEMD sector.</li> <li>▪ Understanding of the UK PEMD sector or applications and key opportunities.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level (or equivalent qualification) or relevant industrial experience in project managing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recognized training in project management (e.g. PRINCE2, ILM or equivalent)</li> </ul>



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:

<b>Valuing people</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others



