

1. General Details

Job Title:	External Projects Officer
Location:	Enterprise and Commercial Development
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 6 currently £25,623 - £29,705 per annum

2. Job Purpose

To work with and assist the External Projects Team to research, develop, monitor and secure sources of funding. To support schools and services staff in effectively formulating bids and managing projects.

3. Relationships

Responsible to: External Projects Manager

4. Main Activities

- The co-ordination of research into external funding opportunities, making contact with fund holder/providers/agencies and having responsibility for promoting these opportunities to appropriate University staff.
- To raise awareness of best practice in the acquisition and management of externally funded projects through the delivery of support programmes, individual guidance, training and staff development events.
- To remain abreast of policy developments impacting on Higher Education such as labour market, educational and economic development needs and to influence bid development to take account of this.
- To design, develop and deliver appropriate support systems and strategies to underpin the effective administration of externally funded projects within faculties and services.
- To liaise with the Finance and Project Managers regarding the monitoring and evaluation of projects by developing and maintaining relationships with university staff.
- In conjunction with financial services, to provide appropriate advice on costing and pricing strategies for externally funded projects and to co-ordinate support programmes for Project Managers covering claims strategy and the effective preparation of claims documentation according to the regulations of the appropriate agency.
- To actively respond to initiatives and policy developments through the University committee structure.
- To monitor and track the activities of the External Projects Team in order to accurately measure success and build a resource library of best practice for use throughout the University.
- To evaluate projects prior to submission for external funding to ensure that only bids of appropriate quality are dispatched from the University.
- To provide advice on agreements and contracts relating to external project funding streams.

- To represent the External Projects Team at internal and external meetings as appropriate and to work in conjunction with the External Projects Manager to actively pursue relationships to maximise bid success through beneficial collaborative arrangements.
- To maintain relationships with key organisations and potential partners such as Advantage West Midlands, Local Authorities, Business Link and Research Councils.
- To coordinate claims associated with external funding contracts held by Enterprise and Commercial Development as required.
- To play an active part in the success of the External Projects Team by taking full responsibility and accountability for personal achievement of delegated targets.
- To provide support for the External Projects Manager, other External Projects Team members and other colleagues to promote external funding.
- To undertake other appropriate duties as determined by the External Projects Manager.

5. **Person Sought**

Education	Essential	Desirable
§ Educated to Degree level or equivalent	X	
Work Experience		
§ Minimum of 2 years work experience	X	
§ Demonstrable project management skills	X	
§ Audit awareness	X	
§ Experience of project management	X	
§ Bid writing experience	X	
§ Working experience with IT software packages utilising database and spreadsheet skills	X	
§ A proven track record of being able to produce accurate data using software to assist in effective decision making		X
§ The use of electronic presentation, i.e. PowerPoint	X	
§ Experience of delivering training sessions around the subject of External Funding		X
§ Experience of dealing with contracts and partnership agreements in association with external funding		X
Specific skills, aptitudes/ knowledge		
§ Excellent understanding, awareness and working knowledge of external funding opportunities	X	
§ Knowledge of key external funding body application processes	X	
§ An appreciation of current national and local initiatives and policies impacting on Higher Education and potential external funding streams	X	
§ Ability to maintain effective working relationships with partner and potential partner organisations	X	

Personal skills and competencies		
§ Ability to travel which may include the use of own car	X	
§ Excellent negotiation skills		X
§ Excellent oral and written skills	X	
§ Ability to communicate effectively at all levels	X	
§ Excellent interpersonal skills with the ability to build confidence, credibility and rapport with others	X	
§ Flexible and able to use own initiative and also be an active contributor in a team context	X	
§ Excellent organisational, planning and communication skills with the ability to work on multiple projects to deadlines under pressure	X	
§ Commitment to University's mission and delivery of the University Plan	X	
§ A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University	X	

6. **Special Conditions**

This is a permanent, full time post.

The postholder will be expected to spend periods of time working with project managers at any of the University's Locations.

The person will be in a position to promote the External Projects Team activities across the University throughout their day to day work.

It may be necessary for the postholder to work at any of the University locations.

The jobholder must be willing to travel within and outside the region as required.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

June 2009

Variation to Job Description

Staffordshire 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 post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 25 AUGUST 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.