

**Job Description for the Post of
External Projects Assistant (Ref: ECD09/1)**

1. **General Details**

Job Title:	External Projects Assistant
Location:	Enterprise and Commercial Development
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 4 currently £18,026 - £20,833 per annum

2. **Job Purpose**

- § To manage information relating to university-wide external projects
- § To co-ordinate external funding documentation
- § To quality assure and monitor compliance on externally-funded projects

3. **Relationships**

Responsible to: External Projects Manager

4. **Main Activities**

- 1) The postholder will take the primary role in the information management of external funding opportunities. This will involve:
 - a) Maintenance of database – inputting data from External Projects Forms, updating and monitoring project information on database, modifying database according to needs, extracting data from the database
 - b) Preparation of summary funding guides
 - c) Distribution of information on funding sources, events and other opportunities to relevant internal and external colleagues and measuring outcomes of information distribution
 - d) Maintenance of resource library
 - e) Collation of news, policy and funding information for External Project Team newsletters
 - f) Maintenance of up to date web site and other electronic information sharing resources
 - g) Maintenance of funding calendar

- 2) The postholder will provide high quality support for external bidding activity by University staff by:
 - a) Acting as main point of contact for enquiries directed to External Projects Team
 - b) Collation of standard information for inclusion in tenders and bid.
 - c) Responsibility for administration associated with Je-S system of bid submission, claim submission and project closure
 - d) Providing support to External Projects Team members in the preparation and submission of bids for external funding
 - e) Maintaining up to date information on designated key funds.

- f) Deliver a programme of support covering effective development and promotion of external funding opportunities, funding applications, project delivery and project management, working in conjunction with key staff from across the University
- 3) The postholder will manage compliance and quality assurance related to specific Enterprise and Commercial Development externally-funded projects. This will involve:
- a) Preparation of material for claim submission
 - b) Monitoring of evidence trails
- 4) Other duties:
- a) To represent the External Projects Team as appropriate at internal and external meetings.
 - b) Contribute to the preparation of and delivery of support programmes and presentations related to external funding opportunities
 - c) To maintain relationships with external partners.
 - d) To liaise with other internal services in accordance with University protocols to support the preparation of bids.
 - e) To undertake other appropriate duties as determined by the External Projects Manager
 - f) Provide support for Faculty and Service project compliance

5. **Person Sought**

The Person sought will:

Education	Essential	Desirable
§ Have an appropriate post-18 qualification ideally; educated to degree level and/or hold or be working toward an appropriate business qualification.		X
Work Experience	Essential	Desirable
§ Have experience of preparing written communication material eg funding applications, marketing material, reports, etc.	X	
§ Have evidential experience of bidding and/or management processes associated with a wide range of external funding streams.	X	
§ Have proven project management ability in order to assist University Staff in managing external projects to achieving contractual obligations and maximise project impact.	X	
§ Possess a demonstrable knowledge of quality assured auditing procedures.		X
Specific skills, aptitudes/ knowledge	Essential	Desirable
§ Have an appreciation of current national, regional and local initiatives impacting on the higher education sector.	X	
§ Have a current understanding of project funding compliance in relation to qualitative and quantitative issues.		X
§ Working knowledge and experience with Microsoft Office, with strong database and spreadsheet skills.	X	
§ Possession of excellent customer service skills.	X	

Personal skills and competencies	Essential	Desirable
§ Will show a commitment to working in partnership to achieve joint goals.	X	
§ Will have excellent organisational and planning skills to be able to work on multiple projects to deadlines under pressure.	X	
§ Have the ability and character to communicate effectively at all levels in the organisation and at external meetings.	X	
§ Be a self-motivated, flexible individual who is able to use own initiative and also be an active contributor to a team context.	X	
§ Have the ability to travel, which may include the use of own car.	X	
Other	Essential	Desirable
§ Commitment to the University's mission and delivery of the University Plan.	X	
§ 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.

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

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

September 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.

Please note that CVs will only be accepted in support of a fully completed application form.

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: 11 NOVEMBER 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 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.