

Job Description for the Post of Project Office Manager (EST09/14)

1. **General Details**

Job Title:	Project Office Manager
Location:	Estates
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 8, currently £36,715 - £43,840 per annum

2. **Job Purpose**

- § Responsible for providing project office support to University Quarter projects, including the successful planning, delivery, monitoring and evaluation.
- § To provide and manage systems and procedures for the efficient co-ordination of project activities.
- § To provide professional administration to the University Quarter Project and associated board.

3. **Relationships**

Responsible to: Project Director

4. **Main Activities**

- § To work as part of the University Quarter Operations Team supporting the development of the University Quarter (UQ) and its associated projects and working groups.
- § To develop, install and manage the University Quarter Project Process based upon PRINCE methodology.
- § To assist in the co-ordination of programmes and projects, providing direction to and co-operation between project managers.
- § To determine and disseminate best practice in PRINCE project management methodology at all levels throughout the University.
- § To develop, install and manage the University's Project Directory and Record Systems.
- § To determine and implement PRINCE project management techniques, policies and standards.
- § To prepare and update project plans, ensuring the Project Board are informed of the progress of projects.
- § To provide project office support to the University Project Board including administrative support and reporting on project progress.
- § To assist in the efficient and effective management of the project, including the preparation of monthly and quarterly progress reports for the Chair of the Board and also maintaining project momentum.
- § To provide project office support to the Chair of Board/ Project Director
- § To work in conjunction with the Project Director to develop and maintain relationships with all those with a stakeholder interest in the UQ initiative.
- § To contribute to the development of business cases and project briefs.
- § To determine and manage a programme of post implementation reviews for all projects.

- § To devise and deliver appropriate PRINCE training to Board and project team members.
- § To conduct risk appraisals and maintain risk database
- § To track programme finances, monitoring and reporting spend against budget
- § To undertake any other duties and responsibilities as may reasonably be required from time to time by the Project Board or line manager.

5. **Person Sought**

Essential Criteria:

- § Qualified in PRINCE 2 methodology
- § Proven experience of project development and management.
- § Experience of major project monitoring and change control
- § Ability to design and deliver PRINCE training workshops
- § Experience of developing and implementing work processes
- § Strong analytical ability
- § Excellent planning, organisational ability and time management
- § Leadership and motivational skills
- § Able to influence, negotiate, formulate and implement decisions
- § Able to critically analyse information and present solutions
- § A self-motivator
- § Flexible and creative
- § Possession of excellent organisational skills in a multi-functional role together with the ability to work under pressure and meet deadlines
- § Able to influence and champion change
- § Excellent interpersonal and communication skills
- § Able to work effectively with a range of IT software
- § Report writing skills
- § Effective presentation skills
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University
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- § a willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- § Understanding of higher education structures, concepts and practices

6. **Special Conditions**

- a) This is a permanent, 1.0fte post.
- b) Although based in Stoke-on-Trent, the postholder will be required to travel to other locations from time to time which may be by use of a car.
- c) 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

March 2010

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: 15 March 2010

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 and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and 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.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

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.

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 or 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: -

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)

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.

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.