**Job Description: Project Officer**

| Faculty/Directorate/Service Area: | *Population Data Science* |
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| **Job Title:** | Project Officer |
| **Department/Subject:** | *Medicine* |
| **Salary:** | *Grade 7: £32,982 to £37,099 per annum* |
| **Hours of work:** | *Full time 35 hours (but part time or job share applications will be considered)* |
| **Number of positions:** | 2 |
| **Contract:** | This is a permanent/fixed term position until Aug 2025 |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | The Project Officer is responsible for supporting the Project Director / Manager / Principal Investigator as part of a project team with the delivery of a complex project at the university, or may be independently responsible for the project management and administration of projects with limited complexity.<br><br>This will cover a diverse range of activities including the co-ordination of project plans, engaging and communicating with stakeholders, monitoring and reporting, data analysis and administration at different stages of the project: implementation, planning, delivery and project closure.<br><br>The responsibilities will include dealing with and resolving a wide range of matters, which will often be confidential, sensitive or urgent, exercising sound judgement with respect to the most appropriate course of action.<br><br>1. **Project Management** - supporting the management of projects in accordance with the University Project and Change Framework. Deliver agreed outcomes within time, cost and quality for all tasks and work streams in their control. Support project delivery through its governance, and key deliverables.<br>2. **Planning, Monitoring and Reporting** – support with the delivery of a complex project, or manage projects of limited complexity in the areas of: the development of plans, schedules and budgets, project control and performance management, the generation of reports to sponsors, funders and key stakeholders, and the financial management of the project, attending to audit in accordance with funder and university requirements, liaising with relevant professional services where appropriate.<br>3. **Communications and stakeholder management** - contribute to stakeholder mapping and engagement and ensure internal and external stakeholder interests are identified and addressed as appropriate. Support the development and implementation of communication strategies and plans, arrange and facilitate presentations and workshops with key stakeholders. Develop a network and manage relationships with internal and external partners.<br>4. **Administration** - ensure project documentation and project files are accurate and kept up to date. Organise key meetings and committees, take minutes, record actions and follow up on resulting action points.<br>5. **Data Analysis** – gather, analyse and interpret data from a wide range of internal and external sources and generate reports to support the development or implementation of projects.<br>6. **Risks and issues** – provide the administrative support to the management of project risks and issues. |
| **General Duties** | 7. To fully engage with the University's Performance Enabling and Welsh language policies<br>8. To promote equality and diversity in working practices and to maintain positive working relationships.<br>9. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.<br>10. Any other duties as agreed by the Faculty / Directorate / Service Area. |

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| | 11. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. Our values are: <br><br> **We are Professional** <br> We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. <br><br> **We Work Together** <br> We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. <br> **We Care** <br> We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Project Management** | **Project Management at Swansea University** <br> **Working with the Association for Project Management (APM)** <br> Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities. <br><br> The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team. <br><br> All project management staff are expected to become a member of a project management professional body, ideally the APM, see https://www.apm.org.uk/membership/ for guidance on individual membership. |
| **Person Specification** | **Values:** <br><br> 1. Demonstrable evidence of taking pride in delivering professional services and solutions <br> 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. <br> 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <br><br> **Qualification:** <br><br> 4. Educated to A-level (or equivalent), or equivalent project experience. <br><br> **Experience:** |

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| | 5. Experience of working on projects.<br>6. Experience of working in collaboration with internal and external stakeholders to deliver successful outcomes.<br>7. Experience of input into, or the development of project deliverables including project plans, schedules, budgets, reporting and risk management.<br>8. Experience of writing high quality reports, presentations and other documents, such as communication plans and highlight reports.<br>9. Experience in managing, monitoring and reporting on project finances to ensure that the project is delivered within budget and achieves value for money.<br><br>Knowledge and Skills:<br><br>10. Good organisational skills, the ability to manage a variety of administrative and project support tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.<br>11. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media.<br>12. High level of computer literacy with a thorough knowledge of Microsoft Office software.<br>13. Knowledge of basic finance, budget, procurement project administration activities.<br><br><br>**Desirable Criteria:**<br><br>14. Experience in the Higher Education Sector<br>15. A recognised project management qualification<br>16. Knowledge of a project management planning tool such as MS Project<br>17. Member of the APM or working towards membership<br>18. Willingness to travel to meet clients and other stakeholders at different locations within UK. |
| **Welsh Language Level** | Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.<br><br>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here. |
| **Additional Information** | Informal enquiries: emma@chi.swan.ac.uk |