

Job description

Post title: Graduate Policy and Project Co-ordinator

School or Department: Directorate

Date created: February 2022

Salary: £23,500 p.a.

Hours per week: 37

Fixed term start and end dates: 30 August 2022 – 29 September 2023

Immediate line manager: Head of Strategic Policy and Transition

1. Job Summary

As Policy and Project Co-ordinator, you will co-ordinate the delivery of projects and respond to emerging priorities, based on internal and external opportunities, policy changes and issues arising. Based in the Directorate, you will work directly with the Vice-Chancellor and other members of the University Executive Team, whilst delivering projects with other colleagues across the University.

Drawn to challenge, with an inquisitive, agile and tenacious mind-set, you will enjoy working in unfamiliar contexts, be highly motivated and a self-starter. Projects will vary in scope and scale. Some projects will focus on responding to specific University requirements, and there will also be opportunities for you to identify and pursue emerging and innovative ideas.

2. Professional development

Skills you are likely to develop	Experiences you will likely gain
Develop interpersonal communication with colleagues across a range of seniority	Managing projects, from conception to completion
Develop influencing and negotiation skills	Writing briefings and reports for different senior audiences
Build professional credibility and relationships with people across a business	Working in a fast-paced environment with colleagues across many teams
Ability to plan and prioritise a diverse workload	Learn from challenges and unexpected change
Analyse and interpret data to produce outputs that feed high level decision-making	Working independently, using initiative

3. Objectives of this role

- Respond to Higher Education policy developments, gather and analyse relevant information and summarise findings accurately and concisely to feed into decision-making.
- Co-ordinate all activities associated with managing a project, including planning and scheduling tasks; communicating and reporting progress; raising and solving risks and issues; and working in partnership with stakeholders across the University to deliver agreed project outcomes.
- Be responsive to the priorities of the University Executive Team members.

- Actively participate in all elements of the graduate development programme. Including workshops, mentoring sessions, group university project and reflective log

4. Daily and monthly responsibilities

- Complete project tasks and activities within agreed timescales
- Keep up to date with Higher Education Policy changes and announcements
- Respond to requests from University Executive Team members.
- Research and gather relevant information (e.g., Policy changes, internal or external issues) and produce reports and briefings to feed into decision-making
- Analyse datasets to draw conclusions
- Scope and plan project activities
- Provide administration support for the Innovation Capacity Forum meetings, working to the Vice Chancellor, and co-ordinate projects coming out of the forum
- Proactively build and maintain professional relationships with key stakeholders.
- Use digital tools to communicate and collaborate.
- Act as a positive ambassador and advocate of the graduate development programme
- Undertake additional work related to the development workshops and university project alongside your job with the other graduates on the programme

5. Required skills

(You will need to provide examples of how you can demonstrate the skills/requirements listed below in your application)

Work proactively, autonomously and exercise judgement and initiative

Effectively communicate (both verbal and written) with a wide range of people, including senior managers

Strong organisational skills and an attention to detail

Exercises good judgement in prioritising your work tasks and meeting deadlines

Influence others through persuasion and negotiation

Analytical skills with a clear and logical approach to problem solving

Network effectively and work collaboratively, taking the lead on tasks when needed

Preparing and presenting information (visual and verbal) e.g., options, briefings, presentations

Special requirement: Must have graduated from Nottingham Trent University with an undergraduate degree classification of 2:1 or above, within the last 2 years

6. Essential job competencies

(You will be assessed against the competencies listed below during an assessment day and interview):

Competency group		Working with others			Delivering results	
Competency	Team working	Customer focus	Communication and influencing	Making informed decisions	Organisation and delivery	
Level	2	2	2	2	2	
Descriptor	Leads aspects of teamwork, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.	Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.	Communicates information effectively to a wide range of diverse stakeholders, influencing events.	Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.	Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.	

Please note: All competencies are drawn from the [NTU Competency Framework](#).

Job Description and Person Specification created by: Head of Strategic Policy and Transition