



Job Description

Position / Job Title:	Project Co-ordinator (Fixed-Term)
Ref:	ASE254 /POSN102444
Location/Building:	Any University location
Faculty/Professional Service:	Academic Services
Group / Section:	Academic Quality
Duration if temporary:	Fixed-term until 31 July 2024
Normal Hours per Week:	37 (Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak period and some evening and weekend work may be required to support specific activities.)
Grade:	4
Accountable to:	Access and Participation Analyst

Job Purpose

The focus for this role is [BU's Access and Participation Plan](#). The post holder will provide administrative support to the team developing the University's Access and Participation Plan (APP), and projects and activities linked to the current APP and action plan. The post holder will work collaboratively with stakeholders across the organisation to co-ordinate and support projects and enable monitoring of progress against institutional objectives.

The post-holder will work alongside the Access and Participation Analyst (APA) and colleagues on project teams across BU to provide effective and responsive administrative and project support. They will be adept at creating productive working relationships with colleagues in Faculties, have excellent communication, administration and project management skills.

The role is based in the Academic Quality team and will occasionally be required to work across teams in Academic Services, providing mutual support within other teams in BU when required to address workload peaks, cover for staff absence and ensure consistent delivery of a professional and efficient service.

Main Responsibilities

1. Providing administrative and project management support for development of the new APP during 2023-24. To include scheduling, coordinating and minuting meetings and events, tracking activities and actions and supporting the navigation of the new APP through committee approval stages.
2. Providing direct support and guidance for multiple Access and Participation (A&P) project activities including supporting the provision of appropriate data and evidence, working with the APA and colleagues in Academic Services and PRIME.
3. Tracking and monitoring of all related projects and activity and preparing progress reports as required.
4. Contributing to internal and external reports on, and evaluation of, A&P activity and contributing to OfS regulatory monitoring and reporting, working closely with the APA.
5. Working collaboratively with a wide range of stake holders at all levels to support and progress activity to address APP targets.
6. Developing and maintaining strong working relationships with colleagues in Faculties to raise the profile of Access and Participation activity.

7. Supporting and enhancing the communication and sharing of good practice in Access and Participation across BU.
8. Identifying and facilitating existing good practice in Access and Participation through effective use of data, co-ordination and project management. Identifying and connecting colleagues and activities working in the same area(s).
9. Providing committee support as Clerk.
10. Ensuring that all aspects of work achieve high levels of Service Excellence and making suggestions for service improvements.
11. Contributing to the continuous improvement of the service by identifying opportunities for more effective working practices within Academic Services. This will include contributing to the development of key process and service monitoring.
12. Ensuring that BU is represented professionally in all aspects of communication.
13. At all times maintaining appropriate levels of confidentiality, working within the requirements of the Data Protection Act and the University's Confidentiality Policy.
14. Supporting BU wide events and activities e.g., Confirmation & Clearing, Enrolment & Graduation.
15. Any other duties as may reasonably be required by your line manager or other senior managers in Academic Services.

Contacts

Internal: All BU students and staff

External: All BU stakeholders

Challenges

There is a need for excellent interpersonal skills and a willingness to work closely with colleagues in all faculties and professional services. Part of the role's work will be around raising awareness of, and supporting increased engagement in, Access and Participation activity from stakeholders across BU. The post holder will need to understand and work with the stakeholder to find a way of delivering the activity while maintaining a professional, calm and supportive approach.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

September 2023



Person Specification

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Faculty / Service: Academic Services	Date: September 2023
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to 'A' level standard or equivalent (work experience will be applicable and can be a substitute for qualifications).	E
Experience of providing support for and facilitating project activity.	D
Knowledge of and interest in the HE Sector Access and Participation agenda.	D
Experience of project management and planning.	D
Experience of working with data, including quality assurance and data collation.	E
Experience of working in an administrative/advisory role with a varied set of responsibilities.	E
Skills	
Excellent organisational and administrative skills.	E
Ability to support and co-ordinate multiple and varied projects occurring concurrently.	E
Ability to monitor project budgets as part of project support.	D
Excellent interpersonal skills with the ability to work co-operatively and effectively with stakeholders at all levels.	E
Excellent written and verbal communication skills.	E
An understanding of own knowledge and limitations and a willingness to escalate/refer once those limitations are reached.	E
Good MS Office skills with a particular focus on SharePoint.	E
Ability to deal with sensitive and confidential information within the frameworks of the Data Protection Act and any professional guidelines.	E
Demonstrable ability to understand and explain data and measures to a range of stakeholders in an effective way.	D
Proven attention to detail and ability to check own and other peoples' work for accuracy.	E
Attributes	
Commitment to service excellence.	E
Ability to develop and maintain professional relationships of respect, trust and support with all stakeholders.	E
Agile and flexible attitude towards work including a positive approach to feedback.	E
Ability to work on own initiative and as part of a team.	E
Ability to prioritise and work to tight deadlines.	E
A methodical and systematic approach.	E
Commitment to personal and professional development.	E
Resilient and able to keep calm under pressure.	E