

Job Description

Date Job Description created: updated January 2022

Job Title: Project Coordinator	Job Holder: To be appointed
School/Department: School of Health & Life Sciences	Campus Location: Lanarkshire Campus, negotiable

Reporting To:
Project Officer

Job Summary:
Accountable to, and working closely with the Project Officer, the Project Coordinator will organise and deliver support to the Project Team within the School, liaising, and nurturing and maintaining relationships, with key contacts internally (within the School and Finance), and externally (with Health Boards and other external partners, former students, etc).

Dimensions:

- In consultation with the Project Officer, the post holder may delegate certain administrative tasks to Finance Administrators.
- Post holder may be required to provide support for budget administration.

Key Result Areas:

Administrative Support

- Provide support for the staff and PhD student development process within the School, maintaining and updating information, keeping track of spend and ensuring that it is within the approved limits, and that any further action required is undertaken in a timely manner (ie fee waivers, purchase orders, travel/accommodation/conference bookings)
- Booking of business travel, accommodation and conferences, both domestic and international, giving advice where required, and keeping track of all information and spend.
- Maintain information on internal fee waivers, and ensure they are completed/processed accurately and timely.
- Manage enquiries regarding professional transcript requests for former pre-registration students, liaising with internal and external partners to prepare the appropriate paperwork required in a timely manner.
- Provide support to the Project Officer for the tracking of student tuition fee information, including SLA and debt, liaising with Finance and Programme Leaders and external partners as appropriate.
- Working closely with the School Postgraduate Research coordinator, to arrange PhD viva meetings and associated administration.
- Working with the School's Finance Coordinator and Finance Administrators, supporting Finance tasks as required ie assisting with purchasing/invoicing, and use of procurement card.

- Servicing of projects, committees, works streams and groups as required– actively monitoring outputs and actions, ensuring appropriate audit trails and systems are in place.

Other

The postholder will be expected to undertake any other relevant additional responsibilities or duties commensurate with the post. These duties are neither exclusive nor exhaustive, and subject to revision in line with the objectives of the School.

Planning and Organising:

- In discussion with the Project Officer the post holder has delegated authority to plan, organise, make decisions and progress their own work. They must be proactive and use own initiative and judgement to prioritise daily tasks and use this judgement in order to forward plan to meet deadlines. Resolving conflicts to ensure support is directed in accordance with targets and deadlines.
- The post holder will have an excellent knowledge of how the administrative systems within the School, and wider University, operate (such as Financial, Enterprise and Procurement), and due to this can and advise and assist academic staff and students in relation to systems and procedures

Working Relationships:

- The post holder will be a key member of the School Project Team, and the wider School Professional Service Support Team, and is expected to have an active role in the development of the Team with a focus on service quality; this will involve regular communications with the Project Officer and other Team members.
- Interact directly with other colleagues in the School to facilitate the achievement of objectives.
- Regular interactions with colleagues across the University as well as external partners, in the delivery of an efficient administration service.

Person Specification

Department:	Job Title:
School of HLS	Project Coordinator
Education/Qualifications/Training:	
<u>Essential</u>	
<ul style="list-style-type: none"> • Educated to HND level or with equivalent experience in a similar role demonstrated through relevant and practical work experience • Commitment to continuing personal development 	
Experience	
<u>Essential</u>	
<ul style="list-style-type: none"> • Experience in a busy office environment, having a broad-ranging workload with challenging and competing deadlines • Experience of working with staff at a variety of levels across an organisation 	
<u>Desirable</u>	
<ul style="list-style-type: none"> • Experience of working within a higher education / academic environment • Experience of financial administration ie invoicing, procurement, booking travel etc 	
Skills & Knowledge	
<u>Essential</u>	
<ul style="list-style-type: none"> • Excellent IT skills, especially Microsoft Excel, email and internet use • Excellent interpersonal and communication skills (both oral and written) • Evidence of problem solving and analytical skills, being able to interpret complicated data • Knowledge of GDPR 	
<u>Desirable</u>	
<ul style="list-style-type: none"> • Advanced knowledge of Microsoft Excel including use of formulas • Knowledge of Agresso and procurement systems and processes • Knowledge of Banner or other student information system 	
Personal Attributes:	
<ul style="list-style-type: none"> • Professional and confident manner, able to deal with highly sensitive information and respect for confidentiality • Ability to work under pressure and meet tight deadlines; using personal initiative and judgement where required • Accuracy and attention to detail 	