**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | Medicine, Health and Life Sciences |
| **Job Title:** | Senior Project Officer - Wolfson |
| **Department/Subject:** | Data Science |
| **Salary:** | Grade 8: £38,205 to £44,263 per annum together with USS pension benefits |
| **Hours of work:** | 21 hours per week (60%FTE) |
| **Number of positions:** | 1 |
| **Contract:** | This is a fixed term position to March 2026 |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | The Senior Project Officer is expected to lead a small project team with a high level of direction from a project director or senior manager at the university. The Senior Project Officer is responsible for applying the following independently in situations of limited complexity:<br><br>1. Promoting the wider public good in all actions, acting in a morally, legally and socially appropriate manner in dealings with stakeholders and members of the project team and the University.<br>2. Identifying, addressing and resolving differences between individuals and/or interest groups involved in the project.<br>3. Determining the best means of satisfying requirements within the context of project objectives and constraints, i.e. developing solutions<br>4. Preparing and maintaining schedules for project activities and events, taking account of dependencies and resource requirements<br>5. Developing, implementing and updating resources allocation plans needed for the project taking account of availabilities and scheduling.<br>6. Developing and agreeing the budget for the project and controlling forecast and actual costs against this budget<br>7. Identifying and monitoring project risks, planning and implementing responses to them and responding to other issues that affect the project.<br>8. Developing, maintaining and applying quality management processes for project activities and outputs<br>9. Consolidating and documenting the fundamental components of the project (scope, schedule, resource requirements, budgets, risks, opportunities, issues and quality requirements)<br>10. Managing project stakeholders, taking account of their levels of influence and particular interests<br>11. Establishing and managing reviews at appropriate points during the project, which will inform the governance of the project by providing evaluations of progress. |
| **General Duties** | 12. To fully engage with the University's Performance Enabling and Welsh language policies<br>13. To promote equality and diversity in working practices and to maintain positive working relationships.<br>14. 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>15. Any other duties as agreed by the Faculty / Directorate / Service Area.<br>16. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy. |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values (http://www.swansea.ac.uk/the-university/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. In addition the appointee will operate to a defined set of Leadership values. Our values are:<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>**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. |
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| **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 degree level or equivalent.<br>5. Willingness to work towards an Association for Project Management (APM) qualification.<br>6. Willingness to work towards APM membership.<br><br>**Experience:**<br><br>7. Experience in managing and monitoring project finances to ensure that the project is delivered within budget and achieves value for money.<br>8. Experience in creating a detailed project plan on a project with limited complexity and then managing and monitoring the plan to ensure successful completion of activities to achieve the required quality, timescales and budget targets.<br>9. Experience of identifying risks and planning, implementing and monitoring responses to those risks on a complex project<br>10. Experience of managing and influencing stakeholders on a project of limited complexity |

**Knowledge and Skills:**

11. Good organisational skills, the ability to manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.
12. Good communication skills with clear evidence of effective presentation skills, report-writing skills and the ability to converse with a range of stakeholders.
13. Knowledge of a project management planning tool such as MS Project
14. Knowledge of funding rules and recruitment and selection processes for staff

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.

**Desirable Criteria:**

15. Experience of working in the Higher Education environment and dealing with stakeholders in the HEI environment
16. Willingness to travel to meet clients and other stakeholders at different locations within UK
17. Experience of writing proposals and submitting bids to funding bodies
18. Experience of creating funding applications on AMS

19. Experience of operating within governance structures for a project
20. Knowledge of European funding rules, controls and communications
21. Experience and knowledge of ABW
22. Demonstrated commitment to personal and professional career development

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| **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: Dara Almeida Medina dara.almeidamedina@swansea.ac.uk |