**Job Description: Senior Project Administrator**

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| **Faculty/Directorate/Service Area:** | *FHSS* |
| **Job Title:** | Senior Project Administrator |
| **Department/Subject:** | *Swansea Law Clinic - Hillary Rodham Clinton School of Law* |
| **Salary:** | *Grade 6: £29,959 to £33,482 per annum pro rata* |
| **Hours of work:** | 21 Hours per week (ideally Wednesday – Friday) The post holder will be expected to work flexibly as necessary in order to fulfil the duties and responsibilities of the post. |
| **Contract:** | This is a fixed term position for 6 months duration |
| **Location:** | This position will be based at the Singleton Campus with some opportunities for remote working |

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| **Main Purpose of Post** | The Senior Project Administrator is responsible for supporting the Project Director as part of a project team with the administration of the Swansea Neath Port Talbot Community Advice Network (SNPTCAN) [Home | Swansea Neath Port Talbot (snptcan.wales)](https://snptcan.wales/) project at the university.  This will cover a diverse range of administrative functions including the administration of project plans, engaging and communicating with stakeholders, overseeing/assisting budgets, monitoring and reporting, data input and providing administrative support at the different stages of the project: implementation, planning, delivery and project closure.  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.   1. **Project Administration/Coordination** - supporting the management of projects through administrative responsibilities in accordance with the University Project and Change Framework. Support the administration of the projects to ensure the delivery of agreed outcomes within time, cost and quality for all administrative tasks and work streams in their control. Support project delivery through its governance, and key deliverables. Ensure project administration and project files (paper and digital) are accurate and kept up to date as per University and Funder’s requirements. 2. **Planning, Monitoring and Reporting** – support and assist with the administration of projects in the areas of: the development of plans, schedules and budgets, project documentation control, monitoring, the generation of reports to sponsors, funders and key stakeholders, and the financial administration of the project, attending to audit requirements in accordance with funder and university’s requirements, liaising with relevant professional services where appropriate. 3. **Communications and stakeholder administration** – organise project meetings and committees including the preparation of documentation and information to relevant internal teams and relevant stakeholders. Service project meetings as per project governance. This involves scheduling meetings, circulating agendas, recording minutes and decisions (e.g. assigned tasks and next steps) and follow up. 4. **Data Analysis** – gather, analyse and interpret data, including financial data, from a wide range of internal and external sources. Generate reports, audit documentation and general project information to support the project requirements. 5. **Risks and issues** – provide the administrative support to the management of project risks and issues. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. 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. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. 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](http://www.swansea.ac.uk/the-university/world-class/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:  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          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.  **We Care** 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**  **Working with the Association for Project Management (APM)**  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.  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.  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:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions 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. 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualifications:**   1. Educated to A-level (or equivalent), or equivalent administration experience.   Experience:   1. Experience of working on administration to a senior level or administration of projects (particularly in the area of supporting access to justice) 2. Experience of engaging with internal and external stakeholders to deliver successful outcomes. 3. Experience of providing administrative support and inputting into project plans, schedules, budgets, reporting and risk management, including document control. 4. Experience of contributing to high quality reports, presentations and other project documentation. 5. Experience in seeking financial data and reporting on project finances to ensure that the project is delivered within budget and achieves value for money.   Knowledge and Skills:   1. Good organisational skills, the ability to manage a variety of administrative and project support tasks simultaneously, and to organise and prioritise own work in order to meet project milestones. 2. Proficient in both written and verbal communication 3. High level of computer literacy with a proficient knowledge of Microsoft Office software. 4. Knowledge of basic finance, budget, procurement and project administration activities. 5. Detail orientated carrying out the task-in-hand thoroughly and with accuracy, working with consistent high-quality.   **Desirable Criteria:**   1. Experience in the Higher Education Sector 2. Experience of working with professionals, statutory and third sector bodies and academic institutions. 3. Knowledge of local area and organisations/stakeholders within the area. 4. Knowledge and experience of voluntary sector. 5. Experience of compliance with regulatory body requirements. 6. Awareness of access to justice issues in the context of Wales 7. Experience of working on externally funded projects and of contributing to writing funding bids. 8. Willingness to travel to meet stakeholders at different locations within *Wales.* 9. Experience or knowledge of operating within and compliance with funding bodies. 10. Experience or knowledge of operating within and compliance with procurement rules and regulations. |
| **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.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Ellen Parker-Jones [ellen.parker-jones@swansea.ac.uk](mailto:ellen.parker-jones@swansea.ac.uk)  Professor Rich Owen [w.r.owen@swansea.ac.uk](mailto:w.r.owen@swansea.ac.uk) |

  