**Job Description: Project Officer**

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| **Faculty/Directorate/Service Area:** | Faculty of Medicine, Health, and Life science |
| **Job Title:** | Marine Biodiscovery Project Officer |
| **Department/Subject:** | Medical School |
| **Salary:** | Grade 7: £34,132 to £38,249 per annum pro rata together with USS pension benefits |
| **Hours of work:** | Part-time, 17.5 hours per week (50% FTE) |
| **Number of positions:** | 1 |
| **Contract:** | This is a fixed term position for 4 months |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | The Marine Biodiscovery Network Initiative is a cross-border collaboration between Higher Education Institutions (HEIs) and enterprises in Ireland and Wales, supported by Agile Cymru funding. This initiative aims to advance marine biodiscovery through collaborative research and innovation, with a focus on developing and commercialising marine-derived compounds.  To strengthen partnerships and secure future funding, the project will host a series of online meetings and an in-person grant-writing session in Dublin (November 2025). To ensure the smooth delivery of these activities, we are seeking a dynamic and detail-oriented Project Officer.  The Project Officer will play a central role in managing the operational and strategic aspects of the Marine Biodiscovery Network Initiative. This includes coordinating travel and logistics, facilitating communication across the consortium, and supporting the identification and development of future funding proposals.  The responsibilities will include:   1. **Project Management** - supporting the management of projects in accordance with the University Project and Change Framework. Deliver agreed outcomes within time, cost and quality for all tasks and work streams in their control. Support project delivery through its governance, and key deliverables. 2. **Planning, Monitoring and Reporting** – support with the delivery of a complex project, or manage projects of limited complexity in the areas of: the development of plans, schedules and budgets, project control and performance management, the generation of reports to sponsors, funders and key stakeholders, and the financial management of the project, attending to audit in accordance with funder and university requirements, liaising with relevant professional services where appropriate. 3. **Communications and stakeholder management** - contribute to stakeholder mapping and engagement and ensure internal and external stakeholder interests are identified and addressed as appropriate. Support the development and implementation of communication strategies and plans, arrange and facilitate presentations and workshops with key stakeholders. Develop a network and manage relationships with internal and external partners. 4. **Administration** - ensure project documentation and project files are accurate and kept up to date. Organise key meetings and committees, take minutes, record actions and follow up on resulting action points. 5. **Data Analysis** – gather, analyse and interpret data from a wide range of internal and external sources and generate reports to support the development or implementation of projects. 6. **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   **Qualification:**   1. Educated to A-level (or equivalent), or equivalent project experience.   **Experience:**   1. Experience of working on projects. 2. Experience of working in collaboration with internal and external stakeholders to deliver successful outcomes. 3. Experience of input into, or the development of project deliverables including project plans, schedules, budgets, reporting and risk management. 4. Experience of writing high quality reports, presentations and other documents, such as communication plans and highlight reports. 5. Experience in managing, monitoring 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 and that of others in order to meet project milestones. 2. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media. 3. High level of computer literacy with a thorough knowledge of Microsoft Office software. 4. Knowledge of basic finance, budget, procurement project administration activities.   **Desirable Criteria:**   1. Experience in the Higher Education Sector 2. A recognised project management qualification 3. Knowledge of a project management planning tool such as MS Project 4. Member of the APM or working towards membership 5. Willingness to travel to meet clients and other stakeholders at different locations within <*Wales / UK / internationally*> 6. Experience or knowledge of operating within and compliance with funding bodies. 7. Knowledge of Life Sciences Sector sector within Wales and Ireland |
| **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: Zoe Coombes [Z.Coombes@Swansea.ac.uk](mailto:Z.Coombes@Swansea.ac.uk) |

  