

## JOB DESCRIPTION

**Job Title:** Projects Officer (Products, Services and Projects)

**Accountable to:** Qualification Development Manager, UAL Awarding Body

**Salary:** £27,226 - £33,236 per annum

**Grade:** 3

**College/Service:** UAL Awarding Body

**Location:** Millbank, Chelsea College of Arts

### **Purpose of Role:**

The purpose of this role is to provide project and administrative support in the development of new products and services, ensuring that all new projects are properly planned, managed efficiently and deliver on-time and to budget.

The role requires an outcome / delivery focused individual who can work effectively with colleagues from across the awarding body as well academic staff from our partner colleges.

### **Duties and Responsibilities**

- To support the planning, administration and project management associated with designing and developing a wide range of new products and services to support education in the visual arts, performing arts, design and media at Levels 1 – 5 of the national qualifications framework.
- To take responsibility for and ownership of project plans and to drive activity and actions to ensure that deadlines, budgets and quality measures are achieved.
- To organise, plan and coordinate business development activities, including: liaising with Centres to arrange approval visits; conducting desk research on potential targets; filtering and prioritizing enquiries; estimating cohort sizes and tracking revenues; organizing meetings and travel.
- Co-ordinate the activities of Awarding Body staff to ensure that the contributions required by Marketing, Academic Advice, Deputy Director and Head of Quality and Operations happen on time and to a high standard.
- To administer and report to relevant Project Boards and at Team Meeting on progress, issues and risks to the various projects.
- Understand and successfully utilise university-wide systems and processes including those relating to contracting and procurement, catering and room booking and finance.
- To develop a detailed understanding of UAL Awarding Body qualifications and assessments providing high advice, guidance and support in response to written, email and telephone queries from external moderators and Centre staff.
- To maintain accurate, auditable records of all qualification development and other activities utilising the Awarding Bodies IT system (QUARTZ) along with paper and other electronic records.
- To develop trusted and productive relationships with academic staff at the Awarding Body's Centres.
- To comply with relevant legislation and University/UAL AB procedures governing the maintenance and management of personal data.
- To travel to approved Centres located across the UK, which may involve occasional overnight stays
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Deputy Director
- Business Manager – Products, Services and Projects
- Qualifications Manager
- Chief Examiner & Academic Advisor
- Chief Examiners
- Head of Quality and Operations
- Academic staff in Approved Centres

**Job Title: Projects Officer (PSP) Grade: 3**

<b>Person Specification</b>	
Specialist Knowledge/ Qualifications	Is able to work independently Commits to own development through effective use of the University's appraisal scheme and staff development process Degree or equivalent professional qualification
Relevant Experience	Has extensive experience of qualification development, administration or quality assurance in an Ofqual approved awarding body or further education college Has extensive experience of supporting projects and/or programmes in an educational setting
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to supports excellent teaching, pedagogy and inclusivity
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: April 2015**