

JOB DESCRIPTION	
Job title: Executive Officer: Project and Planning (Maternity Cover)	Accountable to: Director of College Administration
Contract length: Fixed term (1year)	Hours per week: 35 Weeks per year: 52
Salary: £41,454 - £49,534 per annum	Grade: 5
Service: Central Saint Martins	Location: Kings Cross and Archway
<p>Purpose of Role:</p> <p>Working to the Director of College Administration (DOCA), the Executive Officer: Project and Planning will provide high level project management and administrative support to the Head of College (HOC) and Director of College Administration's offices.</p> <p>With experience of operating at a strategic level and an excellent understanding of governance, the postholder will be responsible for planning, managing and maintaining the administration of the College Executive Group and other key College meetings, including planning agendas to align with strategic priorities as well as tracking and following up actions.</p> <p>The Executive Officer: Project and Planning (EOPP) will take a lead on tracking the implementation of our strategic annual operating plans and other College projects requiring project planning and management, report writing and research skills. The role will require discretion and high-level influencing skills.</p> <p>The Executive Officer: Project and Planning will line manage the EA to Head of College and PAs in the College Executive Team to ensure the smooth operation of the College Executive function.</p> <p>Additional College purpose: The ideal candidate must be creative and enjoy working within a purpose-led educational organisation that is agile, dynamic, both mission- and results-driven, and community oriented. They will have the ability to exercise sound judgement, must be able to work under pressure at times and always maintain appropriate confidentiality when working with senior colleagues. Strong written and verbal communication skills and the ability to work collegially and with diplomacy are essential.</p>	
<p>Duties and Responsibilities:</p> <p>Leadership and co-ordination</p> <ul style="list-style-type: none"> To act as the first point of contact for the College Executive function, acting as the primary conduit between the University and College Executive teams. This will require knowledge of emerging University and College priorities, and anticipating their impact; directing them to the College Executive as necessary and referring back to the appropriate University level body; creating networks with other Colleges and University services and providing leadership in this area. To provide comprehensive support to the HOC and DOCA and project management support to College projects. To plan, manage and coordinate College Executive Group and other key College meetings across the year, liaising with relevant internal and external stakeholders to coordinate project reports, updates and oversee the tracking and completion of actions. To work with the HOC, DOCA and Dean of Academic Strategy (DAS) on the monitoring and tracking of the College strategic Annual Operating Plan and collate regular reports to be reviewed by the College Executive Group. To oversee management information as it relates to College-level reporting. 	

- To project manage College projects identified by HOC, DOCA and DAS to meet identified benefits.
- To plan and deliver College events including communication, operational oversight and evaluation of the activity.

Operational

- To provide leadership and oversee the line management of the College Executive Support Team (one EA and upto six PAs) to ensure the smooth coordination of diaries and administration for the HOC and College Executive function; setting individual and team objectives; monitoring performance, identifying training needs; carrying out probationary reviews and PRAs; recruiting and inducting new starters.
- To work with the College Executive Support Team to plan and prioritise workloads, ensuring that deadlines are met, work is appropriately distributed and that there is adequate cover for unexpected activity and absences.
- Draft and send all-staff communications on behalf of senior role holders.
- To establish and ensure the maintenance of systems for key areas of activity including: the CSM activities tracker; CSM college planner and appropriate committees calendar; senior management rota / cover arrangements; organisational charts; distribution lists; staff handbook etc.
- To liaise with the College's Communications & Marketing teams to coordinate events such as staff meetings, away days, retirement/leaving events and private view receptions including visits by internal and external agencies, and working with others on their delivery as appropriate.

Communication

- To assist with the delivery of a high standard and diverse programme of communications activity for the HOC and DOCA.
- To assist with planning and delivery of College meetings, events and projects.
- To coordinate engagement plans including organising meetings, roundtables and consultations, specifically liaising with industry, public and third sector partners.
- To produce high quality marketing collateral and visual material including the design and delivery of presentations as required by the HOC and DOCA.

Research, monitoring and evaluation

- To undertake desk based research to support HOC and DOCA as required, including preparation of plans, projects and data analysis to prepare any internal and external reports.
- To maintain records of project information and documents including database and contact management records.
- To prepare written communications on projects, for internal and external purposes and also for general circulation.
- To develop and maintain efficient evaluation/measuring systems in support of the initiative in order to report on specific projects and workstreams keeping the appropriate partners, and wider networks informed.

Other Duties and Responsibilities:

- 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
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's

policies and procedures, as laid down in the Financial Regulations

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Climate Action Plan.

Key Working Relationships

- Head of College
- Director of College Administration
- Dean of Academic Strategy
- College Executive Support Team
- Members of College Executive Group and College Strategy Group
- UAL UCPU team.

Specific Management Responsibilities

Budgets:

Staff: Up to 7 (EA and PAs)

Other (e.g. accommodation; equipment):

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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.

All criteria listed is essential unless marked as desirable

PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	<p>First degree in relevant subject or equivalent relevant experience.</p> <p>Demonstrable knowledge and experience of project management methodologies, particularly the monitoring and coordination of multiple strands of activity.</p> <p>Knowledge of project and planning environments.</p> <p>Advanced skills in Microsoft Word, Excel, PPT and Teams and advanced level of digital and data literacy, with a willingness to learn new systems as a part of the role.</p>
Relevant Experience	<p>Experience of project and information management and use of planning tools.</p> <p>Experience of working in a busy and varied office environment, including experience of office administration systems, setting up systems and protocols, scheduling and database management.</p> <p>Experience of implementing governance and servicing high-level board and committee meetings including forward scheduling, the production of accurate minutes and high level partner liaison.</p> <p>Experience of working in a higher education setting and knowledge of issues relating to Higher Education administration (desirable).</p> <p>Experience of managing stakeholder engagement with both internal and external partners at a senior level</p> <p>Experience in conducting primary and secondary research including using the internet as a source for gathering relevant research information.</p> <p>Staff management (or deputising) experience.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p> <p>Excellent report writing, accuracy of qualitative and quantitative information.</p>

	Excellent influencing skills.
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p> <p>Ability to form and communicate clear team objectives and goals.</p> <p>Ability to plan and generate training and development opportunities to meet team members' current and future learning needs, evaluating outcomes and putting learning into practice.</p> <p>Proven ability to undertake effective appraisals, evaluating performance and efficiency.</p>
Professional Practice	<p>Commits to own development through effective use of the University's appraisal scheme and staff development process.</p> <p>Displays emotional intelligence and resilience, and is a forward-looking thinker, who actively seeks opportunities and proposes solutions.</p>
Planning and Managing Resources	<p>Solutions-focused with excellent planning and organisational skills, able to manage competing priorities and work with minimal supervision.</p> <p>Plans, prioritises and organises work to achieve objectives on time.</p>
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	<p>Builds and maintains positive relationships with students, external stakeholders & customers .</p> <p>Ability to empathise, and a commitment to improving the student experience and to providing a high level of customer service.</p>
Creativity, Innovation and Problem Solving	Proven track record of working as a self-starter, using initiative or creativity to resolve complex problems and demonstrating a commitment to continuous improvement of processes and systems.