

JOB DESCRIPTION

POST TITLE: PROJECT OFFICER (Civic Mission) – Full time

Duration: 12 months

Salary: £32,048

RESPONSIBLE TO: HEAD OF EXTERNAL AFFAIRS AND POLICY OF UNIVERSITIES WALES

Welsh universities play an important role in communities across Wales, delivering work that supports schools, encourages social enterprise, and develops their local areas. The postholder will work with Welsh universities to support greater connections between universities and other sectors and organisations in and outside Wales.

Working with the Head of External Affairs and Policy, this role will work to develop and promote Wales' reputation as a leader in civic mission, helping deliver Universities Wales' mission to support a university education system which transforms lives through the work Welsh universities do with the people and places of Wales and the wider world.

Main Responsibilities

- To support greater connections between Welsh universities and other sectors in Wales, and Welsh universities with organisations and providers outside Wales. This will include setting up a sustainable network on civic mission enabling the sharing of practice and partnership.
- To develop an awareness of best practice civic mission activity taking place in Wales and to use this information to produce a framework for civic mission in Wales.
- To map possible UK and international partnerships for civic mission activity, including potential funding sources
- To identify and deliver opportunities to promote civic mission activity in Wales through events, publications and speaking opportunities
- To deliver the monitoring and reporting requirements of the post which will be delivering an externally funded project.
- To work effectively as a member of the office team in sharing insights, information and knowledge, providing support to colleagues in a busy working environment, and responding to a high and sometimes unpredictable demand in a flexible manner.
- To undertake such travelling as may be necessary to carry out the duties of the role.
- To undertake such other duties that may be required from time to time.

Personal Effectiveness

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's equality and diversity policy, UUK's organisational capabilities, and its value of dignity at work.
- To work collegially, and to support all the teams which the post has contact with, in achieving Universities Wales' objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

UUK Values and Behaviours



PERSON SPECIFICATION

POST: Project Officer (Civic Mission)

GRADE: Technical

DIRECTORATE: Universities Wales

Essential / Desirable	Qualifications and Training	Assessed
Essential	A degree or equivalent	Application
	A. Work Background and Experience	
Desirable	Experience of delivering externally funded projects including meeting reporting requirements	Application
Desirable	Sensitivity to working in a membership organisation	Interview
Desirable	Experience of working in higher education	Application
	B. Skills and Aptitudes Required	
Essential	Excellent written and oral communications skills	Interview
Essential	Well organised and able to plan and prioritise own workload	Interview
Essential	Ability to use appropriate software packages including Microsoft Office	Interview
Essential	A professional approach to work with a willingness to speak honestly, and to be accountable	Interview
Essential	Ability to plan and manage own time, several pieces of work at once and to deliver them on schedule	Interview
Essential	Ability to work with a wide range of stakeholders, build consensus and promote organisational objectives	Application
Desirable	Ability to communicate in Welsh	Application
	C. Knowledge Required	
Essential	A good understanding of higher education in Wales	Application
	D. Personal Qualities	

Essential	Willing to travel to other parts of Wales, the UK and Europe	Application
Essential	Flexibility to meet the needs of the organisation and ability to multitask in a small office environment	Interview
Essential	Positive attitude while being able to work in a pressurised environment	Interview