

JOB DESCRIPTION

POST TITLE: WEST OF ENGLAND INSTITUTE OF
TECHNOLOGY – PROJECTS ADMINISTRATOR
(FIXED TERM UNTIL 31/07/2023)

POST NUMBER: WREQ3828

GRADE: MANAGEMENT SPINE

JOB PURPOSE

The West of England Institute of Technology (WEIoT) is part of the national network of IoT's across England and is one of the Department for Education's flagship programmes for technical education. Working with the WEIoT team, you will focus on supporting the Director and the Project team in the successful implementation of the plan for development of the WEIoT and its associated projects. The post holder will be organised, pro-active and customer focused, able to support the coordination of tasks across a number of different projects and partners.

KEY RESPONSIBILITIES

- Supporting the West of England IoT team to successfully deliver a variety of projects across the IoT Partnership which contribute to the profile and objectives of the IoT and its Partnership members
- Provide proactive and efficient project support and coordination to all members of the Projects Team, juggling tasks across a variety of projects to meet all key deadlines.
- Manage and direct incoming telephone, email and queries, taking the initiative to respond and resolve independently where possible.
- Organise and coordinate face to face or virtual meetings and events for the projects team, including venue/platform hosting and catering arrangements.
- Support events planning by speaker and attendee liaison, preparation and distribution of papers, minuting, reproduction of materials, event evaluation and follow up.
- Arrange travel and accommodation for members of the team where appropriate.
- Support the coordination of the activities of contributors to the project effectively and support the monitoring of their progress with the Project Coordinator.
- Any other duties to support the WEIoT and Weston College as commensurate with the level of the post.

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GENERIC DUTIES

In addition to the requirements of the post above, all members of the staff are required:

- Updating the CRM and other systems as required regularly.
- Representing the IoT / College at external events/ meetings.
- Ensuring IoT and college administrative procedures are carried out.
- Ensuring college policies and procedures are adhered to.
- Providing reports, data and other information as required.
- Other duties as may be required by the Principal to reflect changes and developments commensurate with the grade of the post.

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at Weston College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an inclusive approach that celebrates differences.



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SUPERVISORY RESPONSIBILITY

No direct line reports initially.

SUPERVISION RECEIVED

The post-holder will report to the Director of the West of England IoT, and work under the overall supervision of the Deputy Principal - Business Engagement and Growth.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Hay 10 Scale, Points 18 to 21: £18,696.00 to £20,835.00 per annum.

HOURS

Hours of attendance: We are flexible in our consideration for applicants to this post and would consider both full and part-time applications for this role.

There is an expectation that on occasion the post holder will be required to represent the college at events/meetings outside core hours.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures (pro-rata).

The College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English or be willing to undertake the qualification whilst in post.</i>	✓	
Highly organised approach to managing multiple projects/tasks.	✓	
Experience of thriving in a fast-paced environment – able to multi-task and prioritise effectively		✓
Experience of supporting and working with senior managers in an organisation.		✓
Track record of recognising ways to continually improve working practice (i.e. processes, approaches with customers etc).		✓
Ability to work under pressure to meet externally set deadlines.	✓	
Experience of managing own workload and working independently.	✓	
Track record of recognising potential risks to project success and using own initiative to problem solve.		✓
Strong administrative track record – including experience of designing and implementing administrative processes.	✓	
Excellent MS Office skills – daily application of Word, Excel, Outlook, Powerpoint.	✓	
Track record of designing and implementing project plans.		✓
Able to work effectively in a team – coordinating input from people across a large organisation and from external partners.	✓	
Commercial awareness.		✓
A clear communication style both speaking and written.	✓	
A track record of learning and adapting quickly.	✓	
Setting and achieving high standards for self and others.	✓	