

# QED Project Co-ordinator

We are seeking a proactive, flexible and enthusiastic colleague to manage and support an extensive range of activities and tasks, and who will help to drive forward both established and new initiatives associated with educational and professional development. Our new colleague will be an experienced and committed senior administrator who will support the work across the University, relating to:

1. staff development and recognition schemes,
2. projects to enhance the student educational experience, and
3. planning, administration and reporting of student surveys.

This post is crucial to the Directorate of Quality and Educational Development (QED). The postholder will support the Worcester Scheme (an HEA accredited scheme for continuing professional development), the University Teaching Awards Scheme, Students as Academic Partners (SAP) and Vacation Teaching Development Assistant (VTDA) schemes, and provide administrative support for teaching development projects, such as Share and Inspire and other cross-University events.

The postholder will also support the Project Manager responsible for Student Surveys and Quality Enhancement, an area of significant growth and development for the University. This will include involvement with the National Student Survey and the UW Course Experience Survey, and in-house module evaluations.

We wish to appoint an administrator with relevant skills and self-motivation to develop or progress a career in HE administration. This is a busy and varied role, with much scope for individual initiative. The successful candidate will have excellent organisational and interpersonal skills, working effectively as part of a team.

**Closing date: Sunday 17 Sep 2017**

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## Job details

Salary	Band 5, £21,585 to £24,983 pa, with opportunity to progress to £26,494 pa
Hours	Full time, 37 hours a week
Start	As soon as possible
Duration	Permanent
Responsible to	Project Manager (Student Surveys and Quality Enhancement)
Responsible for	n/a
Interview date	3rd October 2017

## Directorate

## Meet the team

## Background

The Directorate of Quality and Educational Development (QED) provides support to the whole University. QED takes the lead across the institution in the development of learning and teaching, and also developing quality systems (the latter via the Academic Quality Unit), thereby enhancing the experience for all of the University's students, current and prospective.

The postholder will work closely with the Co-Directors of the Worcester Scheme, the Project Manager (Student Surveys and Quality Enhancement), various project leaders, and the wider QED team as appropriate.

Informal enquiries about the post are welcome, please contact Carolyn Nisbet (Project Manager (Student Surveys and Quality Enhancement) – email [c.nisbet@worc.ac.uk](mailto:c.nisbet@worc.ac.uk) or phone 01905 855505).

## Main duties

1. To effectively organise and manage staff development and student-related projects and schemes, working with senior colleagues. This will include specific responsibility for managing, but may not be limited to:

- the Worcester Scheme (an HEA accredited scheme for continuing professional development)
- the University Teaching Awards Scheme
- Students as Academic Partners (SAP) scheme, and
- Vacation Teaching Development Assistant (VTDA) scheme.

2. To be responsible for planning and delivery of administrative support for events (study and training days, meetings, programme boards, project meetings, workshops,

conferences) to ensure necessary planning and preparation is carried out: e.g. preparation of papers, liaison with speakers/trainers and project leads, room bookings, catering etc and accurate minutes or notes are produced.

3. To act as Secretary for formal boards and award schemes, as well as other meetings as and when required; ensuring all aspects of preparation, and prompt issue of minutes/notes and ensuring actions are followed through/completed.
4. To take responsibility, where appropriate, for managing cross-University and Institute-level surveys and module evaluations, as directed by the Project Manager – taking specific responsibility for aspects of setting up, running and reporting on the surveys etc; and, with development, being able to precisely review data sets and accurately produce reports.
5. Once experienced in post, and where appropriate, to provide support and to train other staff at the University in the use of relevant specialist software.
6. To maintain accurate manual and electronic records and perform data analysis in relation to staff development records. To maintain accurate databases (to include staff development bookings and attendance) and update relevant web pages; prepare and proof-read documents.
7. To liaise with professional bodies regarding staff qualifications (and similar) where appropriate (HEA/SEDA and other external organisations).
8. To produce timely written reports when required, formatting and presenting documents to high standards of accuracy; providing such documentation for various audiences, including formal committee papers.
9. To manage and administer budget(s) for general expenditure: raise and receipt orders, process expense claims, organise travel arrangements for colleagues.
10. To respond to and action/advise as appropriate all general queries related to schemes and events: face to face enquiries; phone; email.

\*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

\*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

\*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

## Person specification

Please provide evidence of how you meet each of the essential criteria.

### Essential Criteria

1. Excellent organisational and prioritising skills with regard to own workload and the ability to work to tight deadlines. Self-directed and able to manage priorities whilst keeping calm under pressure. Very high-level attention to detail and accurate record keeping.
2. Very competent and confident when collating, considering and summarising varied information sets (including finance), ensuring consistency of data being of high accuracy and high quality. Be able to provide data analysis for informal reports, or background information for formal reports (without close supervision); all of which will be used for a variety of audiences.
3. Full IT competence – experience of using Microsoft packages – particularly Word and Excel; also Outlook, PowerPoint, etc.
4. Excellent communication skills, both oral and written, including the ability to act with tact and diplomacy; observe confidentiality; and facilitate progress in a professional manner. Experience and confidence in dealing with senior colleagues. Ability to develop and work with networks collaboratively and purposefully across UW, and with our partners.
5. Varied and senior-level administration experience, including note/minute taking. Ability to easily adapt to required processes when working on different projects/tasks and self-assurance to use own initiative.
6. Experience in organising events and conferences. Willingness to be pro-active and constructive to achieve necessary arrangements/outcomes.
7. Ability to develop and enhance processes for managing specific tasks, ensuring efficiencies, as well as accurate outputs. Keen and willing to be pro-active in all areas of the role.
8. A flexible approach to work and willingness to support colleagues/team members when necessary, providing an excellent level of service. Ability to work with possible simultaneous deadlines and to keep tasks and deliverables on time.

### Desirable Criteria

1. Experience in setting up and running surveys or evaluation processes.
2. Experience of using different software packages.
3. Knowledge of HE and FE education.
4. Experience of web page management and/or the use of virtual learning environments such as Blackboard and PebblePad.
5. Excellent proof reading skills.

### Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration)

Visit [www.naric.org.uk/visasandnationality](http://www.naric.org.uk/visasandnationality) for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

### Unspent convictions, cautions and bind-overs

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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