

## STEM Project Officer

Job Ref: REQ190363

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade:** Administrative Services, Grade 5

#### Job Purpose

The Mathematics Education Centre (MEC) is seeking to establish a network of primary schools, secondary schools and Further Education colleges, including those serving disadvantaged students. The focus of the network will be on the practical implementation of mathematics education research in the classroom. Information and support will be disseminated through a series of teacher CPD opportunities. It is intended that this work will complement other key initiatives delivered by colleagues across the institution as part of Loughborough University's commitment to widening participation.

Working as part of the School and College Liaison (SCL) team, this role will be responsible for the coordination and implementation of the initiative to ensure both the project's and the University's objectives are met. The post holder will liaise regularly with academic staff from within the MEC and work alongside colleagues within SCL to utilise existing networks and promotional channels to proactively and professionally deliver a wide range of activities.

### Job Duties

#### Project Management

- Develop a thorough understanding of the SCL team and MEC, including their aims and objectives, and utilise this knowledge to drive work across all project areas.
- Deliver a series of professional and effective initiatives to budget and in line with the MEC operational plan. This will include development of online resources, overseeing a communication plan with teachers and coordinating on-campus teacher conferences at both the Loughborough and London campuses. When required, this post holder will also represent the University, speaking at various school and college events, regional meetings for teaching staff and teacher/HE conferences.
- Work with and manage suppliers (internal and external) as required, seeking best value for money and service.
- Work closely with other members of the SCL team and MEC to devise innovative approaches to the project work that effectively meet objectives.

## **Monitoring and Evaluation**

- Ensure that all project initiatives are actively promoted to teaching staff in target schools/colleges. Ensure that participant data is collected and recorded accurately.
- Monitor and adapt events/activities to ensure return of investment and engagement levels meet MEC objectives.
- Measure project activity success and provide regular updates and reports as appropriate.
- Seek to ensure that promotional activity is considered and factored in to all stages of the events process to maximize opportunities.

## **Liaison**

- Develop positive and effective working relationships with contacts across the University and within the participating schools and colleges.
- Ensure that feedback is used proactively to develop future events and respond in a timely and professional way to queries, requests and complaints from event attendees.

## **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the School & College Liaison Manager

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
<b>Experience</b>	Experience of project management and delivery in a range of contexts and settings.	1,3	
	Experience of using databases.	1,3	
	Experience of marketing and promoting events.	1,3	
	Experience of developing copy for resources.	1,3	
<b>Skills and Abilities</b>	Excellent administrative and organisational skills.	1,3	
	The ability to devise, budget, plan, market and organise a range of initiatives.	1,3	
	Problem solving skills.	1,2,3	
	Tact, discretion and diplomacy.	1,3	
	Prioritisation and time management skills.	1,3	
	A proactive, innovative and enthusiastic approach.	1,3	
	Experience of team working as well as the ability to work under own initiative.	1,3	
	Excellent attention to detail.	1,3	
	Proficient in Microsoft Office, particularly Word, Excel and Outlook.	1,3	
	<b>Training</b>	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,3
	<b>Qualifications</b>	Educated to undergraduate degree level or equivalent.	1
	<b>Other</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace.	1,3
Flexibility to work out of hours as required.		1,3	
Willingness to work occasional evenings and weekends.		1,3	
Licensed to drive in the UK.		1	

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Previous experience of working in Higher Education.	1

## Conditions of Service

The position is full-time and fixed-term for 15 months. Salary will be Administrative Services Grade 5, £24,771 to £29,515 per annum, subject to an annual pay award, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 1 to 5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Application

The closing date for applications is **Sunday 19 May 2019**. Interviews will be held on **Thursday 6 June 2019**.