

Strategic Planning Coordinator

Job Ref: REQ240387

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

To undertake a range of duties within the Strategic Planning Team (VCO), supporting various strategic projects, activities and working groups progressing the university strategy. The post holder will also provide professional and administrative support to the APVCs and work with governance colleagues in Strategic Planning to support the work of university committees, project management boards and other working groups.

Job Duties

Strategic Project Co-ordination

- To work with the Strategic Support Project Officer in advancing the key strategic themes of the university.
- To design, implement and document effective support processes and ways of working that help the Associate Pro Vice Chancellors (APVCs) to operate effectively.
- Review and condense information, creating concise and accessible resources for APVCs.
- To effectively arrange, deliver and support key high profile events as outlined by APVCs.
- Support the Deputy Chief of Staff and other key members of the Strategic Planning Team with strategic projects as required.
- To keep informed of relevant HE sector developments.

Committee, Project Management Boards and Working Group support

- Provide professional support for university strategy working groups, including preparing agendas and papers, attending and contributing to meetings, recording decisions and actions.
- To be responsible for communicating the actions from relevant working groups and to be responsible for monitoring progress.
- Communicate effectively with Schools and Professional Services regarding Strategic Planning projects/initiatives acting as a point of contact for queries.
- Support, liaise with and respond to queries from University Council lay members and co-opted Committee members.
- Collate committee meeting papers into a paper pack using Adobe Acrobat and Board Intelligence software.

- Working with colleagues in Strategic Planning, take a lead role in the maintenance and development of the Strategic Planning Team webpages, Strategic Planning owned committee webpages and Strategic Planning owned Microsoft Teams workspaces.

Professional and Administrative Support

- To provide administrative support to the APVCs.
- Take a lead role in the management of the Strategic Planning Team mailbox including inbox and calendar. Proactively respond to queries received and refer on queries that cannot be answered to the appropriate team member.
- Use Outlook calendars and liaise with office support staff across the university and externally to find appropriate times to schedule meetings.
- Invite representatives to meetings and organising catering and room bookings and / or Microsoft Teams links for online meetings.
- Monitor and record Strategic Planning Team and EDI Services staff holidays and sickness.
- To use corporate systems to support office administration and committee governance processes.

Additional items

- Work independently and use initiative to identify and recommend solutions to any challenges that arise within the duties of the role.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the Strategic Support Project Officer.
- Perform other such activities within grade as deemed appropriate by the Strategic Support Project Officer.

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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

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

Organisational Responsibility

Reports to the Strategic Support Project Officer.

Person Specification

Your application will be reviewed with respect to meeting 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
3. Interview

Essential Criteria

Area	Criteria	Stage to be Assessed
Experience	Experience of project and/or event co-ordination (can be in a voluntary capacity)	1, 3
	Experience of problem solving in the workplace, using initiative and judgement in more complex situations	1, 2, 3
	Experience of office administration including arranging meetings and managing shared inboxes and calendars	1, 3
Skills and Abilities	Highly organised, able to plan and work proactively to set deadlines, with accuracy and attention to detail	1, 3
	Good oral and written communication skills	1, 3
	Adaptable and resilient, able to cope with ambiguity and demonstrate initiative	1, 3
	Ability to work both independently and as part of a team	3
	Excellent interpersonal skills including the ability to build good working relationships with others	3
	Skilled in using Microsoft Office including Outlook, Word, Excel, Powerpoint, Sharepoint, Teams	1, 2
	Displays tact, discretion and an understanding of confidentiality	3
	Evidence of a good working knowledge of equal opportunities and understanding of equity, diversity and inclusion in the workplace	3
	Experience of providing secretarial support to working groups, project management boards or similar	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1
Education and Qualifications	Undergraduate degree or experience in a directly comparable role	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with senior management	1, 3
	Experience of project management	1
	Experience of financial procedures and monitoring budgets	1

Conditions of Service

The position is full time and open ended. Salary will be on Administrative Services Grade 5, £27,979 to £32,982 per annum, 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 Academic and Related staff/Operational and Administrative 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

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/a-z/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 equity and celebrates diversity and inclusion 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/>