Job Description

Role Title:	**Business Change Project Coordinator**
School / Dept:	**Strategic Portfolio Office**
Reference:	**MPF1546**
Grade:	**Grade 6**
Full or Part time:	**Full time**
Hours:	**36.25 per week**
Reports to:	**Business Change Manager (SPO)**

Overview

The University of Salford, with a rich history dating back to 1896, is a leading provider of Higher Education based on a main campus just over a mile from Manchester and with facilities at MediaCity at Salford Quays. As a true campus University, Salford is surrounded by greenery and open spaces, providing a safe and welcoming environment for study and collaboration, while benefiting from its proximity to the vibrant city centres of Salford and Manchester.

Guided by its new strategy, *Innovating to Enrich Lives*, the University is shaping an inclusive, collaborative, and purposeful community over the next five years and beyond. Through enquiry, learning, and action, Salford aims to enable students to flourish, support colleagues in contributing to a socially just organisation, advance knowledge and technology, and embed the University within the wider community. Our ultimate goal is to innovate towards a more sustainable, equitable, creative, and prosperous society.

The Strategic Portfolio Office (SPO)

The Strategic Portfolio Office (SPO) enables the delivery of the University's strategic portfolio by working in partnership with our university community to advise, support, and empower teams to enact change. We provide guidance, tools, and resources to ensure high-quality delivery and monitoring of our strategic projects.

The SPO is structured into three teams: **Governance**, which ensures clear frameworks and oversight; **Delivery**, which supports project execution and alignment with strategic objectives; and **Change**, which drives adoption and sustainable impact across the university. Together, we embed effective project management and change practices to enable our portfolio to deliver real benefits.

Principal Duties & Responsibilities

Stakeholder Engagement & Communication

- Facilitate effective stakeholder engagement by coordinating meetings, preparing agendas, taking minutes, and managing follow-ups.

- Maintain and regularly update stakeholder lists, ensuring accuracy of contact details, roles, and engagement preferences.

- Support the delivery of stakeholder communications and engagement activities, helping to shape messages for diverse audiences.

- Assist in the coordination of Change Champion and Training sessions, ensuring inclusive and timely engagement across the University.

Change Coordination & Delivery Support

- Coordinate and deliver project tasks to support the integration of strategic change into business operations.

- Manage day-to-day delivery activities and maintain progress trackers aligned to business change plans.

- Prepare reports, briefing materials, and presentations to inform decisions and communicate progress.

- Coordinate training and engagement logistics, including scheduling, attendee management, and materials distribution.

- Identify, track, and escalate risks and issues to support timely resolution and business readiness.

Continuous Improvement & Capability Building

- Promote consistent use of tools, templates, and guidance materials to support effective and repeatable delivery practices.

- Contribute to the development of change capability across the University by supporting knowledge sharing and the adoption of best practices.

- Engage in opportunities to develop personal skills in change coordination, stakeholder engagement, and project delivery.

General Responsibilities

- Perform any other duties appropriate to the grade as may be required by the Head of Strategic Change and/or the Director of Strategic Projects.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- Engage with the University's commitment to put students first and deliver services that are customer-oriented, represent value for money, and contribute to financial and environmental sustainability.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

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Person specification follows on next page

University of Salford MANCHESTER

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Understanding of the principles, methods, techniques and tools for effective coordination of change and project activities from initiation through to implementation. **(E), (A), (I)**
2. Good general education with minimum of 5 GCSEs or equivalent to include Maths and English. **(E), (A)**
3. Project and/or change management certifications or equivalent experience. **(D), (A)**

Background and Experience

4. Experience of coordinating project or business change activities, including scheduling, logistics, and stakeholder engagement. **(E), (A), (I)**
5. Experience of project administration: maintaining accurate records, trackers, documentation and contributing to reports to support change delivery. **(E), (A), (I)**
6. Strong stakeholder engagement skills, with proven experience in providing outstanding customer experience and management of stakeholder relationships at all levels. **(E), (A), (I)**
7. Experience of preparing reports, presentation materials, and briefing notes. **(E), (A), (I)**

Knowledge

8. Strong working knowledge of Microsoft Office 365 – including Microsoft Teams Outlook, Excel, PowerPoint, and Microsoft SharePoint. **(E), (A), (I)**

Skills and Competencies

9. Excellent written and verbal communication skills. **(E), (A), (I)**
10. Excellent communication and interpersonal skills with the ability to work with colleagues at all levels to build effective project teams. **(E), (A), (I)**
11. A proactive approach, with the ability to use initiative and make decisions under pressure. **(E), (A), (I), (T)**
12. Excellent time management skills with the ability to work at a fast pace to tight deadlines. **(E), (A), (I), (T)**
13. An ability to work with attention to detail and high levels of accuracy. **(E), (A), (I)**
14. Excellent organisational skills with an ability to follow project and change management processes for the efficient and effective delivery of projects. **(E), (A), (I), (T)**

15. Willingness to learn and develop skills in change coordination and management, stakeholder engagement, and strategic delivery. **(E), (A), (I)**