

Job Description

Role Title:	Project Administrator
School / Dept:	Faculty of Social Science, Humanities and the Arts for People and the Economy
Reference:	MPF2480
Grade:	Grade 5
Full or Part time:	Part time – 6-month Fixed Term Contract
Hours:	19
Reports to:	Team Leader, MediaCityUK Projects

Overview

Our MediaCityUK operation requires an outstanding Project Administrator to ensure the effective discharge of a wide variety of duties in this high profile environment. The Project Administrator will focus on the delivery of specifically defined projects and operational services at MediaCityUK which are delivered by the Media & Technical Services Team. The role will also help deliver individual events of an ad-hoc nature that help support the delivery of the University strategy at MediaCityUK. Additionally, the role holder will be responsible for effectively managing all administration pertaining to the Media & Technical Services Team, and supporting the smooth running of the MediaCityUK operation.

The Project Administrator must demonstrate outstanding customer service, time management and organizational skills, together with a high level of self-motivation and a commitment to working as part of a team. The role holder will pay high attention to detail and possess a creative approach to problem solving along with regularly demonstrating excellent communication and liaison skills while displaying efficiency and organisation in managing multiple priorities.

Role Purpose

Reporting to the MediaCityUK Projects Team Leader , the Project Administrator will provide high level, confidential and comprehensive support to the Media & Technical Services Operations Team. Working with the Creative Technical Demonstrator Team, the role holder will focus on the delivery of specifically defined projects and operational services at MediaCityUK. The role will also help deliver individual events of an ad-hoc nature that help support the delivery of the University strategy at MediaCityUK.

To deliver the challenges of this role, the Project Administrator will be expected to demonstrate high levels of initiative, outstanding time management and organisational skills and be creative, enthusiastic, open and collaborative.

Principal Duties & Responsibilities

- In conjunction with Technical Team Leaders, Events Team, Creative Technical Demonstrators and other senior staff and academic colleagues develop and deliver strategic aims around specifically defined projects, services and events.
- To be responsible for all aspects of project administration, include project schedules and tracking, finance/budgets and developing business plans.
- Ensure systems and processes are developed, updated and maintained to manage projects and maintain records to the highest standard, and are accessible, as required, to colleagues.
- Ensure stakeholders are kept updated and informed of both progress and any outstanding issues or actions that they are responsible for.
- Provide regular progress reports for meetings, or as requested.
- Ensure effective communication between all parties involved in planning and delivering each event or project.
- Provide a high-quality customer service to internal and external customers and stakeholders.
- Provide reports to managers as and when required.
- Arrange, service and minute a range of meetings commensurate with the organisation of projects, events and initiatives within MediaCity.
- Provide efficient, effective, professional and confidential support for the MediaCityUK management team; including projects and events.
- Liaise effectively and diplomatically with a wide range of internal and external colleagues, e.g. senior management, academic and professional services staff and representatives from external bodies.
- Prioritise the demands and requests made of the Technical Services management team in order to ensure appropriate attention is given to urgent issues, escalating timelines as required and in order to schedule diary commitments.
- Produce confidential documentation on behalf of the management team and ensure that highly sensitive and confidential issues are handled in an appropriate manner.

- To liaise with external and internal suppliers; process financial transactions for MediaCityUK including raising purchase orders, processing invoice payments, employee expenses, internal charges to other university departments.
- Work on own initiative to meet competing demands and to resolve problems.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Media and Technical Services Management team.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and 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.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Have a good standard of general education, normally to include English and Maths to GCSE level (or equivalent) Grade C and above (E)
2. Hold a recognised PA or Office Administration qualification to a minimum standard of RSA stage II or NVQ Level 3 or equivalent work experience (E)
3. Proficiency with principles, methods, techniques and tools for the effective management of projects from initiation through to implementation (E)
4. Hold a recognised IT qualification (D)

Background and Experience

5. Proven experience of project administration, planning and control (E)
6. Problem solving abilities and experience of working on own initiative (E)
7. Strong stakeholder engagement and relationship building skills, with proven experience in providing outstanding customer experience (E)
8. Excellent communication skills with the ability to present oral and written information clearly, having regard to target audience (E)
9. Experience of working within a management team to effectively prioritise their time and handling a wide range of activities and prioritising these effectively (E)

Knowledge

10. Office based practices and procedures in a confidential, high profile and dynamic environment (E)
11. Microsoft Office Suite (E)
12. The use of project management methodology and tools, e.g. GANTT charts (E)

Skills and Competencies

13. Capacity to effectively manage administration services in a highly confidential, high profile office and to manage a diverse workload (E)
14. Experience of processing purchase order requests, invoice payment employee expenses and other relevant financial tasks (D)
15. Experience of co-ordinating budget preparation, budgetary control and variance reporting (D)
16. Ability to work constructively as part of a team and autonomously (E)
17. Outstanding communication, interpersonal and networking skills (E)
18. Excellent oral and written skills, an exceptional level of accuracy and attention to detail and the ability to work to very tight timeframes (E)
19. The ability to effectively gather information and relevant background material to support managers in preparation for meetings and presentations (E)
20. Reliability, conscientiousness and the ability to maintain confidentiality (E)
21. The ability to use initiative and make effective decisions (E)
22. Flexibility relating to timekeeping (D)