



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Officer, Digital Education Service



Salary: Grade 6 (£27,025 – £32,236 p.a.)

Reference: CSDLS1059

Fixed term for 1 year due to funding

We will consider flexible working arrangements

Project Officer Digital Education Service

Do you have experience of providing high level project support? Are you well organised and able to manage your own time whilst working flexibly and proactively? Are you looking for a new challenge supporting all members of the Digital Education Service?

The Digital Education Service is a core University service which delivers innovative digital learning for campus-based programmes, online courses for international learners, and bespoke courses for external partners. All of our online learning courses reflect the quality and breadth of academic expertise at the University.

You will play a key role in supporting the Digital Education Managers, the Management Accountant and Course Design Managers in the management of the project life cycle; co-ordinating and checking your projects' progress; and achieving project deliverables. You will create and monitor plans, produce relevant reports, and provide administrative support as required.

You will work with a flexible and consultative approach to balance priorities and organise your work to key deadlines. You will also be a confident user of MS Office applications.

What does the role entail?

As a Project officer your main duties will include:

- Supporting the online learning project lifecycle from the start of the project through to the evaluation and continuous improvement stages; working with a number of Course Design Managers throughout this process;
- Supporting Digital Education Managers in the creation, execution and maintenance of standard and bespoke project plans which involves: collating and tracking key information regarding project progress in relation to agreed milestones; documenting risks, dependencies and assumptions; seeking clarification where milestones haven't been met; and escalating issues as required;
- Facilitating project start-up and project stage activity by creating collaborative online work spaces; providing project initiation documentation; course review



documentation; co-ordinating handover and review activities, such as workshops; and supporting the course delivery and evaluation process;

- Supporting Digital Education Managers and the Management Accountant with resource management and capacity planning; logging timesheet data against resource allocation plans and standard reporting requirements;
- Arranging, supporting and contributing to key project meetings: providing management information, presenting key information, preparing agendas, taking minutes and following up on actions;
- Maintaining project documentation by accurately recording actions, decisions, issues and requests for change, and present this information in formats suitable to share with internal and external stakeholders and partners;
- Providing regular and timely project updates, which contribute to the preparation of written reports, and inform the Digital Education Managers of emerging risks and issues;
- Supporting the Management Accountant in undertaking day-to-day financial management tasks relating to projects including: reviewing and reporting against project budgets, preparing reports as required, and escalating any emerging risks and issues;
- Producing evaluation reports and dashboards to summarise and illustrate portfolio performance to enable timely and effective decision-making;
- Providing back up support for other Project Officers in the Digital Education Service.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Project Officer you will have:

- Well-developed organisational skills with the proven ability to work flexibly to plan and prioritise work, and deliver against demanding deadlines without compromising accuracy;
- Experience of using initiative and making useful contributions to projects;
- Excellent interpersonal and both written and verbal communication skills, with the proven ability to liaise effectively with a wide range of stakeholders across a variety of disciplines;



- The ability to maintain accurate and detailed records;
- Strong problem solving and analytical skills;
- Excellent attention to detail, editing and proof-reading abilities;
- A willingness to learn new skill and techniques, and the ability to work in a changing environment;
- The ability to work collaboratively as part of a team;
- Proven experience of working in an environment where an agile and flexible approach to daily tasks is required;
- Experience of providing administrative support such as minuting meetings, preparing agendas etc.

You may also have:

- Experience of using MS Project or an equivalent;
- Previous experience working in a Higher Education environment, public sector organisation or heavily regulated industry.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Andrea Hofmair, Management Accountant

Tel: +44 (0)113 343 3595

Email: a.hofmair@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

