UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Digital Education Systems Project Officer, Digital Education Service

Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: CSDLS1078

Fixed term for 1 year

We will consider flexible working arrangements

Digital Education Systems 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 the Digital Education Systems Team?

The Digital Education Service is a core University service which delivers innovative digital learning and institutional digital education solutions. As a Digital Education Systems Project Officer you will play a key role in supporting the Digital Education Systems Project Managers throughout the digital education systems' implementation lifecycle.

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 digital education systems' implementation project lifecycle from the start of the project through all stages of the University's Delivering Results project management lifecycle; working with colleagues in the Digital Education Systems Team and cross University stakeholders throughout this process;
- Supporting Digital Education Systems Project Managers in the creation, execution and maintenance of project documentation 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 supporting project activity under the guidance of the Digital Education Systems Project Managers by creating collaborative online work spaces for project delivery teams overseeing the implementation of digital education systems;
- Supporting Digital Education System Project 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 presenting 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 Systems Project 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 system usage and 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 working on/supporting 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;
- Strong problem solving and analytical skills;
- Excellent attention to detail, editing and proof-reading abilities with an ability to maintain accurate and detailed records;
- 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.;
- Ability to develop digital education systems product expertise throughout the project lifecycle.

You may also have:
- Experience of using MS Project or an equivalent project management tool;
- Previous experience in a similar role;
- 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:

Trudy Wagstaff, Digital Education Systems Manager
Email: t.wagstaff@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.