

**Job Description: Professional Service Positions**

<b>Faculty/Directorate/Service Area:</b>	Medicine, Health and Life Sciences
<b>Job Title:</b>	Project Administrator
<b>Department/Subject:</b>	Data Science
<b>Salary:</b>	Grade 5 £26,338 to £29,179 per annum together with NEST pension benefits
<b>Hours of work:</b>	35 hours per week
<b>Contract:</b>	This is a maternity cover position, for up to 6 months.
<b>Location:</b>	This position is based at the Singleton Campus

<b>Main Purpose of Post</b>	<p>The Project Administrator is responsible for supporting the Programme Manager in the management of the <a href="#">DATAMIND</a> Project, along with wider programme administrative duties. <a href="#">DATAMIND</a> is the national Mental Health Research Hub and a multi-partner programme with over £7 million funded by the Medical Research Council (MRC). Working across the UK with 11 universities, charities and members of the public, DATAMIND is transforming how mental health research is conducted, accessed and applied to improve people’s lives.</p> <p>The postholder will report to the Programme Manager and work closely with Project Managers, Finance, Communications and Engagement teams, and external partners including funders and collaborators</p> <p>This will cover a diverse range of administrative functions including the administration of DATAMIND project plans, engaging and communicating with stakeholders, assisting with budgets, monitoring and reporting, data input, management of schedules and providing administrative support at the different stages of the project: implementation, planning, delivery and project closure.</p> <p>The responsibilities will include dealing with and resolving a wide range of matters and queries, which will often be confidential, sensitive or urgent, exercising sound judgement with respect to the most appropriate course of action and sound problem-solving skills.</p> <ol style="list-style-type: none"> <li>1. <b>Project Administration</b> - supporting the management of DATAMIND through administrative responsibilities in accordance with the University Project and Change Framework. Support the administration of the projects to ensure the delivery of agreed outcomes within time, cost and quality for all administrative tasks and work streams in their control. Support DATAMIND through its governance, and key deliverables. Ensure project administration and project files (paper and digital) are accurate and kept up to date as per University and Funder’s requirements. Support DATAMIND with general administration including marketing activities, events and organising itineraries/accommodation, where applicable.</li> <li>2. <b>Monitoring and Reporting</b> –assist with the administration of DATAMIND in the areas of: project plans, schedules and budgets, project documentation control, monitoring, generation of reports to sponsors, funders and key stakeholders, and the financial administration of the project, attending to audit requirements in accordance with funder and university’s requirements, liaising with relevant professional services where appropriate.</li> <li>3. <b>Communications and stakeholder administration</b> – organise project meetings and committees including the preparation of documentation and information to relevant internal teams and relevant stakeholders. Service project meetings as per project governance. This involves scheduling meetings, circulating agendas, recording minutes and decisions (e.g. assigned tasks and next steps) and follow up.</li> <li>4. <b>Data Administration</b>–Gather relevant project data/information, generate reports and audit documentation to support the project requirements.</li> <li>5. <b>Risks and issues</b> – provide the administrative support to the management of project risks and issues.</li> </ol>
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	<p>6. <b>GDPR Compliance</b> - Ensure compliance with data protection, information governance and confidentiality requirements in line with University and funder regulations.</p>
<p><b>General Duties</b></p>	<p>7. To fully engage with the University's Performance Enabling and Welsh language policies              8. To promote equality and diversity in working practices and to maintain positive working relationships.              9. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.              10. Any other duties as agreed by the Faculty / Directorate / Service Area.              11. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant with the University's Risk Management Policy.</p>
<p><b>Professional Services Values</b></p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - <a href="#">Professional Services Values</a> and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>Our values are:</p> <p><b>We are Professional</b>              We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p><b>We Work Together</b>              We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p><b>We Care</b>              We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p><b>Project Management</b></p>	<p><b><u>Project Management at Swansea University</u></b>  <b>Working with the Association for Project Management (APM)</b>              Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities.</p> <p>The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team.</p> <p>All project management staff are expected to become a member of a project management professional body, ideally the APM, see <a href="https://www.apm.org.uk/membership/">https://www.apm.org.uk/membership/</a> for guidance on individual membership.</p>
<p><b>Person Specification</b></p>	<p><b>Values:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrable evidence of taking pride in delivering professional services and solutions</li> <li>2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.</li> </ol>



3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience

**Qualification:**

4. Educated to GCSE level, or equivalent administration experience.

**Experience:**

- 5. Experience of working on administration of projects or general administration.
- 6. Experience of engaging with internal and external stakeholders to deliver successful outcomes.
- 7. Experience of providing administrative support and inputting into project plans, schedules, budgets, reporting, and risk management, including document control.
- 8. Experience in seeking, collating financial data, and reporting on project finances to support financial management decisions.
- 9. General experience of setting up logs and trackers to monitor project (i.e., risk register, RAID logs, equipment tracker) and updating project data.
- 10. Experience on assisting in project progress reports to funders.
- 11. Experience in office management systems and procedures.

**Knowledge and Skills:**

- 12. Good organisational skills, the ability to manage a variety of administrative and project support tasks simultaneously, and to organise and prioritise own work in order to meet project milestones/deadlines.
- 13. Proficient in both written and verbal communication.
- 14. High level of computer literacy with a proficient knowledge of Microsoft Office software.
- 15. Knowledge of basic finance, budget, procurement and project administration activities.
- 16. Detail orientated carrying out the task-in-hand thoroughly and with accuracy, working with consistent high-quality.
- 17. Excellent team player who can also work independently.

**Desirable Criteria:**

- 18. Experience in the Higher Education Sector
- 19. Experience of working in a multi-partner project
- 20. Experience or knowledge of operating within and compliance with funding bodies.
- 21. Experience or knowledge of operating within and compliance with procurement rules and regulations
- 22. Experience or knowledge of preparing project presentations for different audiences.
- 23. Experience of using PowerBI for data visualisation.
- 24. Experience of using MS Planner and/or MS Project (or equivalent).

**Welsh  
Language Level**

Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).



**Additional  
Information**

Informal enquiries:

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