



OPPORTUNITY

Project Co-ordinator

Reference: R210362

Salary: Grade 7, £27,116 per annum (pro-rata)

Contract Type: Fixed term until 30/06/2023

Basis: Part Time (0.8 FTE, 29.2 hours per week)

Job description

Job Purpose:

UK-Centric Supply Chains which sits within Aston Logistics & Systems Institute, is a part funded ERDF project to help SME companies in the food and associated manufacturing sectors to map, assess & improve the capabilities of their supply chains with the view to grow & to maximise UK content.

The Project Coordinator is responsible for supporting the Project team in developing and implementing the project delivery plan. This involves being responsible for supporting all the operational with some research aspects of the project, including project budgets and the activities of partners. The role holder will be responsible for ensuring that the project is delivered to a high standard operationally, and that events and resources are managed effectively and to the benefit of all SME- cohort participants. In addition, the role holder will be responsible for collecting, analysing and reporting the data generated from the interaction with the companies. This post is part-funded by the European Regional Development Fund (ERDF)

Main duties and responsibilities

- ▶ Planning and monitoring – The project operational plan in consultation with the Project Manager. This will include the setting up and maintaining of compliant administration processes.
- ▶ Research, data analysis and reporting-The role holder will be responsible for collecting, analysing and reporting the data generated from the interaction with the companies to support the publication of the results based on the support offered to companies
- ▶ Oversee and manage project relationships with stakeholders and the team
- ▶ Recruitment and selection – In consultation with the Project Manager, monitoring the engagement and selection of beneficiaries taking part in the project.
- ▶ Project delivery – all administration and processes required to deliver the project to ERDF and Aston University standards.
- ▶ Setting up project workshop events implementing ERDF requirements and using social media to promote them.
- ▶ Responsible for collection and timely completion of monthly timesheets for all team and academics
- ▶ Evaluate and monitor progress

Relationship Management

- ▶ Manage relationships with the business and other interested stakeholders.
- ▶ Ensure effective communication with the project team
- ▶ Ensure that the line management is up-dated regularly on operational matters, initiating and monitoring systems for this.
- ▶ To work closely with team members and academics

Integrated Working

- ▶ Ensure appropriate liaison with Aston Engineering and Applied Science, the Business School and the Computer Science School and UK-Centric Supply Chains.

- ▶ Participate in regular update and progress meetings and telephone calls with the core project team and project academics.

Specific responsibilities

Planning & Monitoring

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.

Project Delivery

- ▶ Recruit beneficiaries, develop, coordinate and support the quick diagnostic, SCRL diagnostic, consultancy, reporting a one to one support delivery as well as workshop
- ▶ Put in place the processes to ensure effective collection of SME-participant impact evidence to aid overall project evaluation
- ▶ Organise workshop events, masterclasses, arrange speakers and all entailed in meeting project ERDF requirements. Conduct social media for events and the project
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Create Documentation

- ▶ Creating and maintaining project documentation, including claim reporting, timelines, resource plans and meeting minutes.
- ▶ Prepare presentations and regular status reports, serving as the main source of information about the project to external teams.
- ▶ Infographics for communication needs.
- ▶ Case studies for marketing purposes
- ▶ Understand working practices and create, publish and embed visually appealing process and procedures.

Evaluate and Monitor Progress

- ▶ Monitor KPI targets and analyse progress.
- ▶ Profile KPI and output expectations and monitor actual achievements against the profile.
- ▶ Create achievable solutions to progress variance through understanding analysing remaining resources, budgets, and necessary inputs.

Perform Research and Data Analysis

- ▶ Collect, handle and analyse data and conduct research, in order to monitor and analyse business insights, to action recommendations and to publish the results of the project
- ▶ Working closely with the Project Director to achieve the above.
- ▶ Use online communication methods, google analytics, social media etc to receive new data to assist and improve our business support strategy.

Integrated Working

- ▶ Ensure appropriate liaison with Engineering and Applied Science and Aston University support departments, particularly purchasing and finance, to ensure project delivery conforms to university policies and processes.
- ▶ Support the Project team in arranging meetings, taking minutes, distributing them and liaising with project partners

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

| | Essential | Method of assessment |
|-------------------------------------|--|--|
| Education and qualifications | Education to degree Level is required, plus an MSc, MBA qualification or equivalent. | Application form |
| Experience | <p>Experience of coordinating project operations.</p> <p>Experience of communicating effectively with a wide range of people in a business context.</p> <p>Excellent knowledge of using software programs to process data, analyse and interpret the results though critical thinking (eg.Llamasoft, Advanced Excel)</p> <p>Experience of organising and co-ordinating events</p> <p>Demonstrable experience of data collection, analysis and presentation in a user-friendly style (infographic, illustrative reporting, marketing collateral etc)</p> <p>Excellent prioritisation and organisational skills. Able to deal with a varied caseload, multitask and manage time.</p> <p>Aptitude for working independently but in a team environment</p> <p>Flexible and Adaptable</p> <p>Methodical and task-orientated</p> | Application form, interview and presentation |
| Aptitude and skills | <p>A good knowledge of standard Microsoft packages (Word, Outlook, Excel and PowerPoint)</p> <p>Ability to work and build relationships</p> | Application form, interview and presentation |

| | Essential | Method of assessment |
|--|--|----------------------|
| | <p>with a range of partners, stakeholders, and external clients and contractors</p> <p>Experience in working with SME's</p> <p>Strong verbal and written communication skills</p> <p>Excellent presentation skills and attention to detail</p> <p>Customer-oriented approach</p> <p>Experience or knowledge of purchasing and procurement processes</p> <p>Experience of social media skills and marketing</p> | |

| | Desirable | Method of assessment |
|-------------------------------------|--|--|
| Education and qualifications | A postgraduate degree in a related subject. | Application form |
| Experience | <p>Prior experience of working as Project Co-ordinator would be desirable.</p> <p>Experience of working in a manufacturing or food and drink production sector.</p> <p>Experience of working in a small to medium-sized enterprise (SME).</p> <p>Experience of working collaboratively with academics and university professional staff.</p> <p>Supply chain/logistics background</p> <p>Experience of collaborating with industry</p> <p>Knowledge of ERDF project guidelines</p> | Application form, interview and presentation |

| | Desirable | Method of assessment |
|----------------------------|--|---|
| Aptitude and skills | <p>Experience of marketing and communications</p> <p>Experience or knowledge of purchasing and procurement processes.</p> <p>Knowledge of working with business support providers and network</p> <p>Experience of social media skills</p> | <p>Application form, interview and presentation</p> |

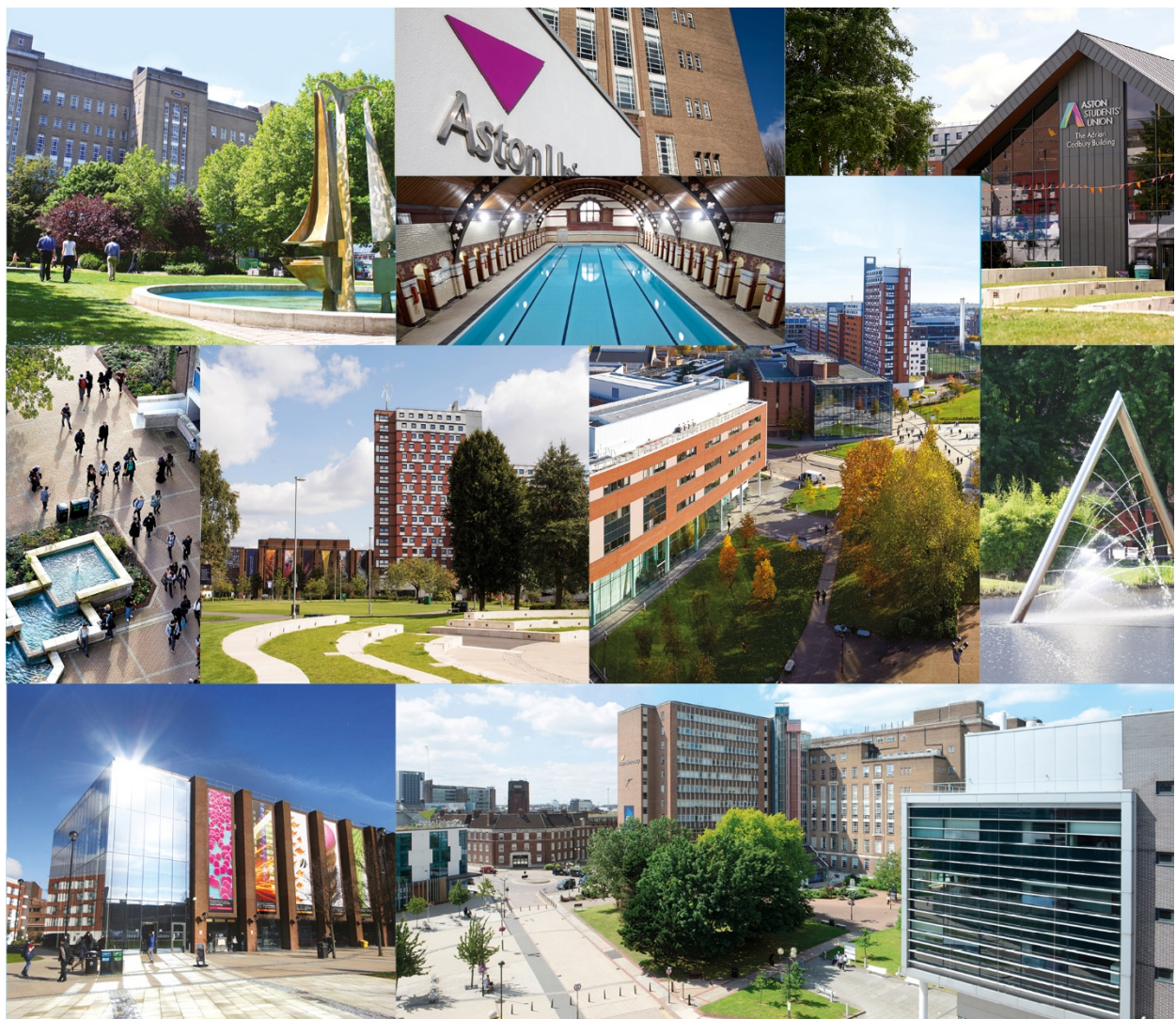
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Shirley Hodson Walker
Job Title: Project manager
Tel: +44(0) 121 204 3646
Email: s.hodson-walker@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure

that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



**Where change
gets real.**