

## Candidate Information

<b>Position:</b>	Graduate Trainee, Programme Management Office
<b>School/Department:</b>	Research and Enterprise
<b>Reference:</b>	19/107506
<b>Closing Date:</b>	Monday 27 May 2019
<b>Salary:</b>	£20,836 - £23,334 per annum.
<b>Duration:</b>	1 year

### JOB PURPOSE:

This graduate internship role will provide support for a busy Programme Management Office (PMO) that has been established to support the Innovation Pillar of the Belfast Region City Deal (BRCD). The post-holder will be expected to provide general administrative support for the PMO ranging from setting up workshops activities to coordinating sensitive paperwork with discretion. The post-holder will also undertake desk-based research, support senior staff with interviews and associated report-writing and will help to provide project management support for a significant portfolio of research and innovation projects.

### MAJOR DUTIES:

1. To provide administrative support to a busy and high-profile Programme Management Office (PMO), including setting up of meetings, organisation of workshops, drafting of minutes/ papers and collation/ e-filing of documentation.
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3. To provide support for wider Belfast Region City Deal (BRCD) programme activities such as drafting and collating documents for areas such as skills development and civic regeneration projects, as required.
4. To support a stakeholder engagement strategy led by senior staff, by attending interviews/ workshops and writing up feedback from key stakeholders from within both NI universities and across partner organisations from the public and private sector.
5. To support the PMO in internal and external project communications through web and social media platforms, providing draft content, maintaining key relationship information and working with internal stakeholders to monitor progress in line with agreed plans.
6. To liaise with project teams from across the BRCD innovation projects to coordinate updates and information flow to help drive engagement and consistency in activities.
7. To undertake desk research to help support the PMO in the development of businesses cases for major research and innovation projects. This will include summarising reports, analysing data and compiling evidence for subsequent inclusion in formal written business cases.
8. To assist with proof-reading, editing and fact-checking of written materials developed by the PMO to ensure a high level of quality and accuracy in paperwork.
9. To develop and maintain a core suite of presentation materials for the PMO to support the effective communication, engagement and delivery of the BRCD Innovation strand.
10. Other duties as required under the direction of the PMO leadership team.

### Planning and Organising:

1. To help plan and co-ordinate the activities of the PMO, together with the leadership team.
2. To prioritise workload to ensure that objectives within the area of responsibility are achieved.

### Resource Management Responsibilities:

1. Regular contact with PMO staff, academic staff across the universities and external stakeholders. Some contact with other offices across the universities, such as Estates, Finance and Research and Enterprise/ Innovation.
2. Some liaison with staff outside the universities from council, government and industry stakeholder groups.

**ESSENTIAL CRITERIA:**

1. Hold or be about to obtain a primary or higher degree.
2. Experience of working effectively within a team environment.
3. Evidence of involvement in project based activities.
4. Strong interpersonal skills with excellent oral, written and presentation skills.
5. Commitment to research, innovation and regeneration agendas.
6. Evidence of ability to deliver against deadlines.
7. High level of ICT skills.
8. Strong organisation and time management skills.
9. Willing to participate in relevant internship training opportunities.

**DESIRABLE CRITERIA:**

1. At least a 2:2 or higher degree classification (or equivalent).
2. Relevant honours project/dissertation (i.e. research; innovation; entrepreneurship; digital).
3. Relevant work experience, paid or unpaid and including experience gained via work placements in the course of studies.
4. Strong evidence of having worked effectively with stakeholders.