

## Candidate Information

<b>Position:</b>	Project Assistant - People Transformation Programme
<b>School/Department:</b>	People and Culture Directorate Office
<b>Reference:</b>	22/110022
<b>Closing Date:</b>	Monday 3 October 2022
<b>Salary:</b>	£22,262 - £24,948 per annum
<b>Anticipated Interview Date:</b>	Thursday 13 October 2022
<b>Duration:</b>	2 years

### JOB PURPOSE:

Queen's University Belfast has recently launched Strategy 2030, our ambition for the next ten years to Shape A Better World through life-changing education and research. The People Transformation Programme, a key enabler of Strategy 2030, is a major initiative of significant investment that will create a vibrant organisational culture, based on our core values, which enables all our people to thrive, with a continued focus on high performance, staff wellbeing, development, engagement and greater opportunities for flexible working

A People Transformation Team has been formed to ensure the successful delivery of the programme. The purpose of this post is to provide a breadth of high-quality specialist/complex administrative and project support for the People Transformation Programme and Team.

### MAJOR DUTIES:

1. Provide administrative support to the People Transformation Programme/Team by organising and servicing meetings, preparing and circulating agendas, reports and minutes and compiling action lists ensuring that all actions are followed up, to include:
  - People Transformation Steering Group
  - Advisory Board
  - P&C Transformation Team.
2. Use People & Culture processes and systems to prepare Programme reports and other materials, delivering work in line with agreed quality standards, guidelines and procedures and adhering to the University's policies and procedures, e.g progress reports, PID, PowerPoint presentations, SharePoint site.
3. Organise events / conferences as required, by coordinating the associated arrangements and liaise with internal and external contacts, organising diaries, venues, catering, equipment, travel, and media services.
4. Provide administrative support to Transformation team and contribute to the efficient and effective delivery of the People Transformation Programme e.g. diary management, preparation of confidential reports; drafting and typing of correspondence in line with University standards.
5. Responsible for working in line with data protection requirements and adhering to appropriate requirements for confidentiality.
6. Use and maintenance of a variety of People & Culture databases, software packages and IT systems to prepare regular management information for the Programme Delivery Team and undertake analysis of data held within them.
7. Manage the day-to-day financial administration of the People Transformation Programme, helping to process purchase orders, Invoices and expense claims within the established procedure as required.
8. Conduct and collate analysis of information, data and/or calculations and present results accurately and appropriately in accordance with relevant University procedures.
9. Make suggestions for improving service and efficiency, taking customer comments and feedback into account.
10. Support the People Transformation Programme team in their duties and undertake other activities indirectly related to the People Transformation Programme, which are appropriate to the post and as may be reasonably required.

### ESSENTIAL CRITERIA:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration or equivalent.

2. A minimum of three years (demonstrable) recent relevant work experience in an administrative environment to include evidence of the following:
  - Working on multiple tasks/projects, managing own workload from start to finish and reacting to changing priorities
  - Experience of committee servicing, report writing and minute taking.
  - Using databases/spreadsheets to analyse data and to present results on excel accurately
  - Carrying out a range of complex administrative duties which involve using initiative and making decisions
  - Delivering work in line with agreed quality standards, guidelines and procedures
  - Supporting a project/program through monitoring deadlines, deliverables and actions.
3. Demonstrable knowledge - Up to date in the use of relevant Microsoft Office and windows applications
4. Experience of producing PowerPoint presentations for differing audiences.
5. Ability to be customer focused and exceed client needs / expectations whilst managing workloads with minimal supervision.
6. Establish and maintain effective working relationships in a team environment.
7. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
8. Effective communication skills and ability to use a variety of methods to convey messages clearly and succinctly.

**DESIRABLE CRITERIA:**

1. Experience of supporting Programme management.
2. Experience of managing a project.
3. Significant experience of Microsoft PowerPoint to produce Client presentations.