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| Last updated: | 01-04-25 |

**JOB DESCRIPTION**

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| Post title: | **Project Officer - Working towards Adaptive and Versatile Environmental Sustainability in mollusc aquaculture** |
| School/Department: | SOES |
| Faculty: | FELS |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Prof Chris Hauton  |
| Posts responsible for: | None |
| Post base: | Office-based |

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| Job purpose |
| To provide project management support to the UKRI WAVES project, taking responsibility for a range of project administration activities. The role will take a leading role in management of consortium activities in the UK, with contributions to project management in the partner countries: Vietnam, Malaysia and Indonesia.   |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To be responsible for the high level organisation and operation of the WAVES consortium, including meeting organisation, recording of minutes and action plans.To provide effective project management, ensuring that the project progresses according to the planned timeline and trouble shoot project operational issues;To maintain the project website;Manage enquiries from project partners on contractual and financial matters;To facilitate the organisation of partner travel, including the organisation of travel and visas.  | 70 % |
|  | To draft reports and deliver briefings and presentations, as required.Effectively manage communications and liaise with project partners;Manage enquiries from a range of sources, including the general public; | 15 % |
|  | To attend internal and external meetings to ensure that consortium issues are appropriately represented and reported. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder | 5% |

| Internal and external relationships |
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| The post will have internal responsibilities to WAVES project staff in both the School of Ocean and Earth Science and School of Geography and Environmental Science. The post will have external relationships to other UK partners (Royal Veterinary College, University of Stirling, University of Newcastle, University of Northumbria) as well as international partners (Universiti Sains Malaysia, Jembrana Fisheries Polytechnic Indonesia, Can Tho University Vietnam, as well as Worldfish Malaysia and Research Institute for Aquaculture #1 Vietnam).  |

| Special Requirements |
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| The post may involve some international travel.  |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Prior experience of international consortium project managementProven experience of planning and progressing project work activities Formal qualification(s) equivalent to Level 5 or 6 of the Regulated Qualifications Framework e.g. foundation degree or degree with honours, or Level 5 or 6 award, certificate, diploma, NVQ, or an equivalent level of knowledge and understanding gained though work experience or training.  | Project Management qualifications | Application |
| Planning and organising | Able to plan and organise meetings both in the UK and support the organisation of international meetings Plans and progresses a rage of work activities within broad professional guidelines and established University policies and procedures. | Experience of successful project management. | Application |
| Problem solving and initiative | Able to solve organisational issues associated with timetabling of meeting events and the delivery of any reports.  |  | Application and interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.Works proactively with colleagues and other stakeholders, within and beyond the University, to achieve outcomes. |  | Interview |
| Communicating and influencing | Able to direct the organisational plans of partners within the consortium and to report meeting outcomes in a timely fashionCommunicates effectively to develop understanding and achieve cooperation.Provides clear specialist advice, guidance and recommendations on complex issues. |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |