



NORWICH UNIVERSITY OF THE ARTS SENIOR PROJECT AND ADMINISTRATION OFFICER

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**NORWICH
UNIVERSITY
OF THE ARTS**

Supporting Information

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.



In choosing to work at Norwich University of the Arts you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional creative arts education, research and knowledge exchange. You will work in a stimulating and critically engaged workplace, where creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. Norwich University of the Arts has been praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We are ranked a top-two UK creative arts university, the highest-ranked specialist creative arts university outside London in the Complete University Guide 2023. We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society’s league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city. Our 21st century teaching spaces and workshops are housed in renovated buildings with medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative ‘gamification’ of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries. There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Prof Simon Ofield-Kerr Vice Chancellor



For further information on Norwich University of the Arts and our Community please [view our website](http://www.nua.ac.uk) www.nua.ac.uk



SENIOR PROJECT AND ADMINISTRATION OFFICER

£29,619 to £34,308 per annum

Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

The University has recently published a new Strategy and Operational Plan to guide the next five years, and we are seeking to appoint a Senior Project and Administration Officer to work with the Vice Chancellor to support their day-to-day administration, key projects, and strategic initiatives, from conception through to successful conclusion. The role entails working directly with senior colleagues across the University and will be of interest to someone who wants to understand how universities work and to pursue a career within higher education.

You will need to have an interest in the creative arts and higher education policy. You will be involved in analysing and evaluating papers and data, reviewing research materials, summarising findings, and supporting, managing, and delivering projects that bring about change. You will work across the institution with staff from all areas, and the range of work will be broad and at all levels, from supporting routine administration and diary management, to taking responsibility for the design and delivery of key projects.

The successful candidate will be an enthusiastic and engaging advocate for new initiatives, confident in written and visual forms of communication, with strong collaboration and organisational skills, able to work both independently and as part of a team.

We welcome applicants who are interested in developing graduate research in some aspect of higher education, including the possibility of part-time PhD registration.

Closing date: 5pm on Friday 2nd December 2022

Interviews will be held on: Wednesday 14th December 2022

Job description

Senior Project and Administration Officer

Reports to: Vice Chancellor

Job purpose

To work with the Vice Chancellor to develop, plan and deliver a range of projects and actions necessary to achieve the University's Strategy and Operational Plan.

To provide effective day-to-day administrative support to the Vice Chancellor, including diary and meeting management, and communication with a wide range of internal colleagues and external stakeholders.

As a member of the Project and Administration team, to develop and promote creative, innovative, and efficient administrative processes across the University.

Main responsibilities

- In consultation with the Vice Chancellor, design, facilitate, and manage projects and targeted interventions to deliver on various aspects of the University's Strategy and Operational Plan.
- Undertake project research, evaluating research findings and using these to implement agreed projects and propose new initiatives.
- Communicate, promote, and progress these projects, interventions and initiatives, both externally and internally.
- Evaluate the impact of these projects and iterate plans for further development and delivery.
- Organise and manage the successful delivery of internal and external events.
- Provide professional, efficient, and accurate administrative support to the Vice Chancellor, including diary management, meeting organisation and facilitation, and communication with a wide range of internal and external stakeholders.
- Provide administrative support for committees and other meetings, as required, including producing agendas, papers, and minutes, ensuring they are in the required format and that they are circulated within the timescales prescribed by the University.
- Ensure that all work is produced to an accurate professional standard, with attention to detail.
- Ensure the security of information and records in accordance with the University's data protection procedures
- Working with the Project and Administration team, develop, recommend, and deliver creative and efficient administrative improvements and solutions.
- Provide support to other members of Project and Administration team during busy periods, and cover for annual leave and other absences.
- Undertake any other duties as required by the Vice Chancellor

Further information

Equality, Diversity and Inclusion

All members of staff are required to support the University's policy on equality, diversity and inclusion and to ensure that their work practices reflect that commitment.

Health and Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies and Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g., Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Senior Project and Administration Officer

Essential

- Graduate qualification in an area related to the post and/or the University's portfolio.
- Strong skills in general administration and diary management.
- Experience of raising awareness and influencing change to improve collective and individual adoption of new projects and initiatives.
- Ability to analyse research and data, identifying trends and drawing conclusions.
- A good understanding of the current priorities within higher education.
- Well-versed in written and visual forms of communication and the ability to present complex ideas persuasively and creatively to a variety of audiences.
- Excellent skills in terms of team-working and collaboration, with experience of working with a range of stakeholders and organisation.
- Highly IT literate.
- Experience of project planning and delivery.

Desirable

- Relevant postgraduate qualification.
- Experience of working in a higher education institution.
- Experience of project management, together with a relevant qualification or ability and willingness to undertake one.
- Experience of using MS365, Moodle VLE and Adobe Creative Suite.

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Professional Services staff. The main conditions are summarised below.

Duties

Within this pack you will find a job description outlining the duties and responsibilities for this role.

Starting Date

This post is on an indefinite basis and is offered for the successful candidate to commence as soon as they are available.

Hours of Work

The standard hours of work for professional services staff are not less than 37 hours per week and any additional hours as are necessary for the proper discharge of your duties and responsibilities. The hours for this post are 37 hours per week for 52 weeks per year working Monday to Friday 8.45 am to 5.00pm.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 6 which is from £29,619 to £34,308 per annum.

It is anticipated that the starting salary will be at the beginning of the salary scale. The successful candidate will normally move up the scale points within the Grade on 1st September each year, after completion of the relevant service period.

Annual Leave

There is an annual holiday entitlement of 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 21.1%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme, you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

If it is necessary for you to travel to the main campus for your interview or a site visit, reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request. You will need to provide receipts for expenses claimed. However, if you are offered the position and decline the offer, expenses may not be reimbursed.

Right to Work in the United Kingdom

As part of the University's recruitment process, we will check that all prospective employees are eligible to work in the UK prior to them commencing employment. If you are unsure of your right to work you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker visa route.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical assessment process.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references.

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

- The **Job Description** provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.
- The **Person Specification** sets out information about the characteristics that are essential and desirable to perform the duties in the job description e.g. knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Equal Opportunities Monitoring

As part of its commitment to equality, diversity and inclusion we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To assist with this commitment, you are asked to complete the Equal Opportunities Monitoring section of the application form. Information provided will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act as set out in the Job Applicant Privacy Notice.

We would like to take this opportunity of thanking you for your interest in this position and to wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@nua.ac.uk.

Submission of Application Form

Please submit your completed application form to jobs@nua.ac.uk

The closing date for this vacancy is:

Friday 2nd December 2022

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus. However, should the situation and Government guidance change, interviews may initially be held remotely followed by a second stage on site visit.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Team.

The date of the interview will be:

Wednesday 14th December 2022

If your application is unsuccessful on this occasion you will be advised by email. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants will be asked to provide proof of eligibility to work in the UK. For the successful candidate the copy will be held on the personal confidential file. Documents obtained for unsuccessful shortlisted applicants will be destroyed 12 months after the end of the relevant recruitment process.