

# Project Officer



## ROLE DESCRIPTION

### GRADE

Grade 4

### LOCATION

Sighthill Campus,  
Edinburgh

### LINE MANAGER

Project Manager NHS  
Assure Project

### ROLE SUMMARY

Edinburgh Napier University have successfully tendered to manage and administer the £1.55M NHSScotland Assure Research Service fund on behalf of NHSScotland Assure. Successful applicants to the fund will undertake up to date, robust research which meets it's aims and objectives.

The remit of the service is to deliver safe healthcare environments that are free from avoidable risk.

The Project Officer will be responsible for providing support to the Edinburgh Napier University Delivery Group in relation to all aspects of the fund. The post holder will manage enquiries from internal and external candidates, support the key stages of the application process and monitor performance of successful applications as they become standalone projects.

The post holder will also provide high quality management information for senior management within Edinburgh Napier University and NHSScotland Assure, building on and supporting the relationship between the two organisations.

In addition, the post holder will support the marketing and communications strategy for the fund from assisting with arranging events to publication of project research.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

## MAIN DUTIES AND RESPONSIBILITIES

---

- Contribute to all phases of managing the fund by tracking progress against key deliverables agreed between Edinburgh Napier University and NHSScotland Assure.
- Develop and build relationships with internal and external stakeholders including from Edinburgh Napier University and NHSScotland Assure.
- Responsible for organising and managing project documentation (including project summaries, project plans, risks and issues logs, etc.) in advance of key meetings. Provide administrative support by taking minutes or notes as required and following up actions.
- Provide responses to enquiries to the fund from internal and external parties (e.g. Higher Education, NHS, business and industry). Seek support from Edinburgh Napier University and NHSScotland Assure as required.
- Understand the status of the fund and develop a comprehensive knowledge of risks and issues associated with the fund. Work with the NHS Assure Project Manager to resolve the same.
- Provide project management support and co-ordination for the successful applications ensuring the funded research process is delivered. Act as the first point of contact for successful applicants.
- Responsible for various administrative activities and management information tasks relating to funded research projects, reporting to senior University teams, NHSScotland Assure and fund specific teams such as the Awards Panel and Oversight Board.
- Support the Marketing and Communications strategy by ensuring the webpage and relevant material is maintained and fully up to date.
- Responsible for organising regular online 'Lunch & Learn' events to provide updates on the fund for internal and external interested parties, as well as organising the annual Edinburgh Napier University NHS Assure conference.
- Support joint communications with NHSScotland Assure and publication of project research upon project completion.
- Any other relevant duties as required by the NHS Assure Project Manager.
- Role model the University's values & behaviours.
- Responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

### EDUCATION / QUALIFICATIONS

- Educated to degree level in a relevant discipline or equivalent professional experience



### SKILLS / EXPERIENCE

- Demonstrable administrative experience
- Experience of working in Higher Education or engaging with private/ public sector, industry/ government/ business services
- Excellent interpersonal and organisation skills
- Excellent communication skills – written and oral
- Excellent stakeholder management skills
- Experience of working on projects and producing project documentation
- Excellent IT skills, including a good working knowledge of Microsoft Excel, Word and PowerPoint
- Ability to prioritise workload and work on own initiative or as part of a team
- Ability to work under pressure to tight deadlines, with attention to detail
- Ability to produce management information to support project meetings with internal and external stakeholders
- Experience of working in a partnership with a third-party company or organisation.
- Experience of arranging online and/or in person events
- Experience of arranging meetings, ensuring documentation available and note/minute taking.
- Experience of engagement and liaising with a wide range of internal and external contacts.

