

## Post Description

<b>Position</b>	Project Officer	<b>Position No.</b>	14156
<b>Directorate/College/Institute</b>	College of Engineering, Design and Physical Sciences Department of Mechanical and Aerospace Engineering Heat Pipe and Thermal Management Research Group		
<b>Grade</b>	Salary (Grade H2): £34,304 - £40,927 per annum plus £2,166 London Weighting Allowance.		
<b>Contract type</b>	Full-Time, fixed term		
<b>Accountable to</b>	Professor Hussam Jouhara		
<b>Reports</b>	N/A		
<b>Internal stakeholders</b>	Project Team, Academics, Finance, Payroll, Alumni Office, RSDO, Professional Development Centre, HR and Students.		
<b>External stakeholders</b>	EU Funders, Participation Businesses and Business Networks.		
<b>Date reviewed</b>	May 2021		

### Main accountabilities:

This project is an externally funded grant. The Project Officer is a key element of this project that will ensure that the project is delivered. The success of the overall project will support the University to meet its research targets.

### Key duties and responsibilities:

- Ensuring that deliverables and goals are met on time and according to the project Gantt Chart and the standards required.
- Managing and conducting the deliverables and reports related with the project.
- The point of contact in the project for the under the management of Prof. Jouhara.
- Coordinating work packages activities and tasks with the project partners.
- Managing the administration and dissemination side of the project.
- Management of Heat Pumps activities for the group
- Design, sizing and construction of heat pump system with associated research for novel solutions.

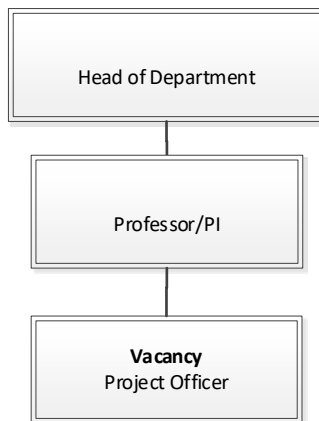
### Effective Behaviours

- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking group across colleges
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt to a flexible approach to the demands of a busy College/Department in order to accommodate changes in priorities when required
- Cover for colleagues in their absence as appropriate
- Participate in meetings and attend training events as necessary, supporting the department / college with any introduction to new technologies, enhancements to process or changes to day to day management of administration

**University Employment Policy:**

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

**Organisational Chart**



Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



## Person Specification

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	A first degree or equivalent experience	E	Application form
Experience	Project Management or Senior Project Co-ordinator	D	Interview
	Working as part of a team and independently	E	Interview
	Working as part of a team across many disciplines	E	Interview
	Data analysis and report writing	E	Interview
	Of maintaining meticulous records	E	Interview
Knowledge, skills and abilities	Project Delivery	D	Interview
	Understanding of the Knowledge Exchange and Innovation context in Industry and Academia	D	Interview
	Excellent inter-personal and communication skills and the ability to build credibility with proven success in developing effective working relationships at all levels.	E	Interview
	Excellent communicator and skilled negotiator able to influence others and obtain agreement to proposals	D	Interview
	Confident and proactive	E	Interview
	Project officer skills (including good abilities with all standard office computer applications)	E	Interview
	Ability to assimilate large amounts of information and data from a wide range of sources and refine this into reports and update papers	E	Interview
	Creative and innovative approach to problem solving	D	Interview
	Highly organised and able to successfully manage personal work load with an attention to detail	E	Interview
A flexible approach and 'can do' attitude; willingness to take on new tasks and projects	E	Interview	

	Excellent numerical and IT skills (Microsoft Office, Excel, PowerPoint, SharePoint)	E	Interview
	Knowledge on Heat Pump design and manufacturing	E	Interview
Additional Attributes Required (not included above)	Ability to work with staff at all levels	E	
	Willingness to take responsibility and initiative to deal with issues that may arise	E	
	Flexibility and willingness to work beyond normal office hours at times as required	E	
	To be an Ambassador for the University at all times	E	
Additional Requirements			

## Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Please tick all relevant workplace hazards identified with this post.				
Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs.				
Display screen equipment <input checked="" type="checkbox"/>	Manual handling <input checked="" type="checkbox"/>	Prolonged standing e.g. 1 hour plus <input checked="" type="checkbox"/>	Prolonged sitting e.g. 1 hour plus <input checked="" type="checkbox"/>	
Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/>	Human blood, tissue or fluids <input type="checkbox"/>	Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/>	Skin Irritants/Chemicals <input type="checkbox"/>	
Work in confined Places <input type="checkbox"/>	Ionising radiation <input type="checkbox"/>	Noise (more than 80 dba-8 hrs. law) <input type="checkbox"/>	Lone working <input type="checkbox"/>	
Use of dangerous machinery <input type="checkbox"/>	Electrical hazards <input checked="" type="checkbox"/>	Shift work/night work <input type="checkbox"/>	Work outdoors <input type="checkbox"/>	
Neck & arm vibrating equipment <input type="checkbox"/>	Fork lift truck driving <input type="checkbox"/>	Work at heights <input type="checkbox"/>	Lasers <input type="checkbox"/>	
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:				
Physical demands of the job	Lifting <input checked="" type="checkbox"/>	Carrying <input checked="" type="checkbox"/>	Bending <input checked="" type="checkbox"/>	Pushing <input checked="" type="checkbox"/>
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:				
Travel/Off-site working:	% of time	UK <input checked="" type="checkbox"/>	Overseas <input checked="" type="checkbox"/>	
Driving for work:	None <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Weekly <input type="checkbox"/>	Daily <input type="checkbox"/>
Management responsibility:	Supervisor <input type="checkbox"/>		Non-supervisory <input checked="" type="checkbox"/>	
Hours of work:	Full time <input type="checkbox"/>		Part time <input checked="" type="checkbox"/> hours 1 day a week	
Non-standard contractual hours? (evenings/weekends) Frequency, number of hours, type of work outside standard hours:		Night work		
Other – including occasional or possible work hazards (please specify nature and frequency):				