Project Coordinator
The York Management School

Closing date: 23 January 2019
Interview date: To be confirmed
Vacancy reference: 7236
INTRODUCTION

The role of Project Co-ordinator is a new role, developed to drive long term strategic projects including the achievement and maintenance of business school accreditations and other quality and professional standards (ie AACSB, CIPD, CIMA, Athena Swan etc). Working collaboratively with Colleagues in the School, the wider University and beyond, the role holder will have experience of working within regulatory frameworks to collect and collate large scale data sets. Experience of working with continuous improvement methodologies and of embedding changed systems and processes into existing practice are essential requirements.

You would join the AACSB project right at the beginning so this role presents a fantastic opportunity to use your skills and experience of managing projects to work collaboratively to influence the design of the project.

Yvonne Ablett
School Manager
Main purpose of the role

Reporting to the Student Services Manager to support and coordinate a number of projects, the primary focus being to assist with setting up our primary major project to allow the School to achieve quality assurance and enhancement initiatives via the framework for AACSB accreditation. Outcomes will be achieved by quantitative and qualitative data collection and collation, process review, development of a wide range of policies and procedures, robust records management and ensuring compliance with University, School and external accrediting body requirements, eg AACSB, CIPD, CMI, CIM, CIMA, Athena Swan etc, ensuring consistency of information across multiple projects. Key to success will be project design, collaboration and clear and timely communication.

Play a key role in maintaining standards and driving forward/embedding continuous improvements.

The role has line management responsibility for a Senior Administrator for Quality Assurance. It is anticipated that the team will grow in size over the coming year.

Key responsibilities

- Act as the primary Professional and Support Staff point of contact on all accreditation matters for the School, ensuring that excellent collaborative relationships are established and maintained both internally and with a wide range of individuals and external accrediting bodies.
- Assist with the evaluation and selection of software systems to manage and control AACSB data.
- Develop and maintain robust and coherent systems and processes that underpin accreditation to enable the School to achieve and maintain AACSB and other accreditations.
- Collate, analyse and interpret large and complex volumes of data and information from a variety of internal and external sources aligned to accreditation submission, reformatting source data to fulfil requirements as necessary.
- Be responsible for the management and control of collaborative documents and data, ensuring version control mechanisms are in place and ensuring changes and revisions are clearly denoted, reviewed and approved.
- Plan and manage communications with accrediting bodies, including planning visit arrangements, to ensure effective co-ordination, organisation and follow-up.
- Motivate and support School professional and support services staff and academic colleagues in driving forward developments and changes aimed at enhancing the School’s approach to the achievement of accreditation, including designing and delivering (training) briefing sessions.
- Initiate and lead short-life project teams, working groups and events tasked with delivering accreditation ambitions for the School.
- Working closely with the School Manager and Student Services Manager to provide regular written and verbally presented reports and updates to senior managers on accreditation activity, highlighting risks and issues with recommendations for mitigation.
- Attend, address and advise School committees as required, ensuring any accreditation issues are discussed and recorded, and that outcomes and actions are followed up.
- Line manage administrative staff as directed, including responsibility for performance reviews, monitoring and reviewing objectives and ensuring that any training and development needs are identified and met.
- Attend conferences, courses and other events nationally and occasionally internationally as relevant to the role, reporting back on findings and acting upon information gathered.
- Maintain a professional interest and knowledge in the development of the subject area; identifying sector developments.
- Build networks with other AACSB accredited schools.
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include three good passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>PRINCE2 or equivalent project management qualification or significant relevant experience</td>
<td>Essential</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<td>Understanding of the principles of effective project management</td>
<td>Essential</td>
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<td>Knowledge or a range of tools and project management methodologies to review systems and processes (ie Lean / Six Sigma tools and techniques)</td>
<td>Essential</td>
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<td>Understanding of regulatory frameworks relating to data collection and storage, ie GDPR</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the standards for business school accreditation (ie AACSB)</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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- **Proven leadership ability with a track record of delivering complex projects within constraints (eg time, budget etc)**
- Able to evaluate and utilise a range of systems, tools and methodologies to capture information and to review systems and processes.
- **Strong practical IT Skills – able to use email, electronic calendars, electronic document sharing, MS Word, MS Excel and quickly learn new/complex IT systems**
- Good problem solving skills, demonstrating initiative and drive in finding solutions to complex problems.
- An organised and methodical approach, demonstrating strategic insight whilst maintaining a high degree of attention to detail.
- **Ability to think systematically and to master and apply new data, knowledge and skills quickly**
- Able to form positive working relationships with multiple individuals and teams at different levels, with differing perspectives.
- Excellent written and oral communication skills with the ability to give and receive information effectively using a variety of methods to communicate with a wide range of university staff, students and external bodies.
- **Able to adapt to changing priorities to support team members at short notice**
- Confident negotiator and influencer, able to initiate discussions and follow them through to point of conclusion.
- **Able to deal with confidential matters and act with discretion**
- Able to evaluate and compare data systems to ensure optimal ability for data storage and reporting to meet the needs of the project.
## PERSON SPECIFICATION

### Experience

- Significant end-to-end project management experience, working with staff to deliver multiple objectives  
  - **Essential**
- Experience of working within regulatory frameworks of policies and procedures in an education setting  
  - **Essential**
- Significant successful experience of employing continuous improvement methodologies, including process mapping and review; evaluation of alternatives; identifying relevant KPIs; performance measurement and reporting  
  - **Essential**
- Experience of collecting, collating and storing large quantities of quantitative and qualitative data.  
  - **Essential**
- Delivering/co-ordinating a high quality service to a range of internal and external customers  
  - **Essential**
- Experience of working to support change initiatives  
  - **Essential**
- Demonstrable evidence of working with, and influencing senior colleagues in person, in committees and/or meetings,  
  - **Essential**
- Knowledge and experience of UK business school accreditation processes (ie AACSB)  
  - **Desirable**
- Experience of supervising staff  
  - **Desirable**

### Personal attributes

- Proactive and confident communicator, both within the School and with external contacts  
  - **Essential**
- Able to develop strong positive working relationships with colleagues and collaborators at all levels  
  - **Essential**
- A willingness to be flexible towards duties showing adaptability and being supportive of change  
  - **Essential**
- Positive ‘can-do’ attitude  
  - **Essential**
- Focussed on good customer service  
  - **Essential**
- Positive attitude towards team working as well as being a capable independent worker  
  - **Essential**
- Demonstrable willingness to engage with appropriate continuing professional development  
  - **Essential**
THE DEPARTMENT

We offer research led, quality teaching, based on influential scholarship, international profile and strong links with business in a world class university environment, to develop intellectual, entrepreneurial and highly employable graduates. Our specialist expertise links closely to key themes affecting the modern workplace, globalisation, the ongoing revolution in information technology, risk and financial stability, ethics and business behaviour and the transformation of public services.

Our Mission at The York Management School is to become the natural home within the UK for world-leading scholars who work alongside experts in other academic disciplines as well as their own.

The University has invested in a new building at the heart of our campus for us to move into in 2019. We achieved a very strong performance in the NSS in 2017, and improved in all major league tables in each of the last two years, which has helped contribute towards continued healthy growth in our student population. We plan to grow further in coming years.

At TYMS, we place heavy emphasis on providing a high quality student experience, and we expect that all our colleagues are committed to this agenda. Should you join our Professional and Support Services team, you can expect to be working in collaboration with colleagues across the School to help us develop and deliver our objectives.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7236
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 23 January 2019

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Yvonne Ablett, School Manager via email yvonne.ablett@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835