Post Title:	Project Administrator (Innovation Projects)
Post Reference:	
Department:	Centre for Enterprise & Partnerships
Responsible to:	Project Manager

Overall Purpose of the Role: **(Summarise the key responsibilities to achieve the overall purpose of the role)**
Delivering a high level of general and specialist administrative support, whilst providing an efficient and effective service to project team, college colleagues, project partners and external contacts. Working across single or multiple innovation projects, delivering service excellence and high standards whilst building relationships and maintaining a customer focused and confident manner at all times.

Major Tasks/Job Activities

1. Provide general administration support as required within Enterprise & Partnerships, for example: word processing, preparing presentation, MS Teams management, filing, managing correspondence, arranging catering and room bookings.

2. Provide project administration support as required for example: project updates, maintaining project documentation, preparing data and monitoring reports, updating project data records using relevant system(s).

3. Have an in-depth knowledge of activities within your allocated projects, acting as the first point of contact for the allocated projects, dealing effectively with requests, answering queries and taking responsibility for processing each enquiry through to a satisfactory conclusion.

4. Assist with the preparation, generation, monitoring and administration of various related project and related student/client documentation and reports such as client feedback and project progress, feedback forms, purchase orders, costing templates, financial data.

5. Work with project colleagues to assist with their day-to-day administrative support requirements.

6. Attend project and other relevant meetings, preparing agendas, taking minutes and following up agreed actions to completion.

7. Liaising with colleagues outwith Enterprise and Partnerships in relation to project related tasks.

8. Undertake any other duties that fall within the scope of the post as allocated by the line manager.

Key Contacts/ Relationships
(Detail the internal and external contacts and relationships

External contacts include: National and local employers, students, clients, awarding and accreditation bodies, training partners, project funders, associates and suppliers.

Internal contacts include: Business Engagement team, Work based Learning team, Project Controller, Assistant Principals, Heads of School, Curriculum Managers, Lecturing Staff and Finance.

PERSON SPECIFICATION

POST: Project Administrator

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications	• Educated to minimum of HNC Level in a relevant subject (SCQF Level 7)	Application form	• Project Management qualification	Application form
Experience	• Office administration experience. • Proficient in Microsoft Office 365 in particular Word, Excel, PowerPoint and electronic diary • Effective working knowledge of Microsoft Teams and SharePoint • Experience of dealing with a wide variety of challenging tasks, often to tight deadlines. • Experience of dealing with a wide range of customers and providing high levels of customer service. • Experience of planning, prioritising and organising work or resources and proactively working with others to achieve team / project objectives.	Application form / Interview	• Experience of providing administrative support within a tertiary education environment. • Experience of minute taking.	Application form / Interview

	• Experience of working across team boundaries to build and strengthen working relationships and systems.			
Skills/ Attributes	• Effective customer service skills with the ability to communicate at all levels • Ability to work effectively as a team member, and to develop effective working relationships • Proven ability to multi-task under pressure, with the ability to demonstrate attention to detail • Ability to deliver a high quality and • professional service • Ability to react and be flexible to changing priorities • Ability to deal confidentially and effectively with enquiries	Interview		
Any Other Relevant Criteria	• Full UK Driving Licence.			

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.