

Job Description

Job Title:	GCRF Senior Project Officer
Job Ref:	ACI53
Campus:	Hendon
Grade:	Grade 6
Salary:	£31,834 to £36,508 per annum (incl. Outer London Weighting)
Period:	5 years fixed term contract
Reporting To:	Professor Eleonore Kofman
Accountable To:	Executive Dean, Faculty of Arts & Creative Industries

Overall Purpose

To work with the Principal Investigator and other project investigators of a large and complex UKRI Global Challenges Research Fund (GCRF) *Gender, Justice and Security* Hub to ensure the accurate and smooth administrative management of the project. The Senior Project Officer will liaise externally with the London School of Economics as the overall coordinator of the Hub and with a large number of academic and NGO partners in the Middle East and South East involved in the Migration and Displacement stream and the Culture and Conflict project.

Principal Duties

- Familiarisation and understanding of core project themes, partnership and structure of Hub.
- Manage a portfolio of complex initiatives and liaise with project partners in South Asia and the Middle East.
- Assist the PI as a co-Director and member of the Executive Group of the Hub and Co-Is in administration of their projects.
- Manage the organisation of events, including travel arrangements
- Keep the work plan up-to-date and track progress on a regular basis.
- Supervise the preparation and submission of deliverables and of documents
- Liaise with LSE Research and Innovations Officer and Middlesex Team regarding administration of official project documentation, reports and queries.
- Attend regular project meetings in person and virtually when necessary.

Other duties

- To undertake any other duties and specific projects as may reasonably be required

- Hours:** 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working may be required.
- Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.
- Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

The post-holder will be expected to actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Flexible working applications (including part-time working) will be considered.

PERSON SPECIFICATION

Post Title: Senior Project Officer
Job Ref: ACI53

Education:

Essential:

- Educated to degree level or equivalent

Experience:

Essential:

- Experience of supporting research grants, pre / post award
- Experience of project management preferably within the context of an international or UK funding programme.

Desirable:

- Experience of working within a Higher Education environment

Skills:

Essential:

- Excellent communication, liaison and presentation skills.
- Excellent organisational skills / project management skills
- Good IT skills

Aptitude:

Essential:

- A positive approach to team working
- A proactive and flexible approach to working in a complex, busy environment
- Ability to prioritise own time and tasks,
- Able to manage time unsupervised and achieve defined objectives
- Able to build effective working relationships
- Prepared to travel to project meetings when required.
- Able to contribute constructively to project meetings.

What Happens Next?

If you wish to discuss the job in further detail please contact Eleonore Kofman at e.kofman@mdx.ac.uk.

If selected for interview, you will hear directly from someone in the Faculty of Arts and Creative Industries, usually within 3 weeks of the closing date.

If you wish to apply for this post, please return to the portal and click Apply.