

## Job Description

### Project Coordinator

Salary:	Grade 5
Contract:	Full time, fixed term until August 2028
Location:	Canterbury Campus
Responsible to:	Research Manager
Job family:	Administrative, professional and managerial

### Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of 108 pioneer students in September 2020. Our vision for KMMS is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Lead by its Founding Dean, Professor Chris Holland, the School offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

The University of Kent is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

### Job purpose

The Project Coordinator will join KMMS in supporting a new programme grant funded by the Wellcome Trust, 'Sleep and circadian health disturbances in psychosis and depression: the cascading impacts of impairments in cognitive control' (the CHIP-D study).

Working closely with the Principal Investigator, Professor Shergill, the Project Coordinator will support this project by providing a range of administrative and organisational support. The Project Coordinator will be responsible for coordinating project activities, scheduling meetings, and maintaining project documentation including recording decisions, manageable tasks, workflows and logs. They will support the Principal Investigator to ensure project deliverables are completed in time and within budget.

## Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Provide proactive, high quality administrative support to the Principal Investigator and project team to support the successful delivery and smooth running of the project.
- Arrange work-related travel and conference attendance for the project members.
- Act as the first point of contact for enquiries relating to the Wellcome project and responding appropriately.
- Assist in the preparation of project plans, communications plans and reports as directed by the requirements of the project and by the research team.
- Plan and organise events, schedule and service meetings, project meetings and project boards as appropriate to ensure that they achieve their aims. Includes minute taking, accurately maintaining action, decision, and risk logs.
- Coordinate information from a range of internal and external sources in order to maintain project documentation, including plans and business cases, papers and briefing documents.
- Communicate with all partners and stakeholders, providing regular and ad hoc updates.
- Monitor project finances in liaison with KMMS and the University of Kent's Research Services and Finance department to support the successful delivery of the project and ensure compliance with all regulatory requirements and University policy (to include circulating monthly reports, supporting the project team with purchases and procurement tasks, and scheduling payments from project partners).
- Co-ordinate and promote project events (in line with University regulations) to ensure effective delivery of activities and maximise attendance.
- Liaise with project collaborators and financial teams to organise project and financial reports and payments to partners, ensuring that deliverables and payments are made according to the project schedule.
- Work with KMMS and the University of Kent's Marketing and Communications Teams to ensure that the project is appropriately showcased to an external audience.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Influence and encourage internal and external stakeholders to engage with the project and provide advice so that stakeholders have a clear understanding of requirements and the expectations surrounding the project.

- There are multiple stakeholders relating to this project, so communicating in a clear and timely manner is critical. Some travel may be required.
- The role holder must be highly organised and take a proactive approach to managing multiple strands of work, tight deadlines and competing priorities.
- This is a role that requires a high level of independent working, together with an excellent attention to detail.
- **The role may require setting up systems and procedures from scratch or finding new and innovative ways of doing things, so a problem-solving and creative thinking mindset is required**

## Facts & figures

This role will support the Principal Investigator, Professor Sukhwinder Shergill, a team of one Research Associate and two Research Assistants with KMMS, as well as one Research Assistant within the Kent School of Pharmacy. In addition, this role will work closely with the project's collaborators and partners, including one Research Associate at Canterbury Christ Church University, and one Research Assistant at King's College London and a researcher at University of Liverpool.

*Please note that the fact and figures listed above are for illustration purposes only to provide some additional context of the role and are subject to change.*

## Internal & external relationships

Internal: The Principal Investigator will be the primary point of contact. The post holder will also liaise with members of KMMS, as well as members of the University of Kent and Canterbury Christ Church University, in particular the University of Kent's Research Services and Finance departments.

External: Project collaborators and members of the project team (external to Kent), Key travel (the University's travel booker), and a wide range of partners and suppliers.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Repetitive limb movements
- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A level standard (or equivalent) plus GCSE in English and Maths or equivalent (A)

- Relevant administrative experience, ideally within a programme and project management environment (A, I)
- Excellent oral and written communication skills, giving the post-holder the ability to deal confidently with a range of people at all levels (A, I)
- Able to build effective relationships and encourage others to work collaboratively (I)
- Excellent attention to detail and ability to provide accurate information (I, T)
- Ability to work efficiently under pressure, particularly to manage competing priorities (A, I)
- Pro-active and self-motivated with the ability to problem solve (I)
- Flexibility and the ability to respond positively to changing priorities in a challenging environment (I)
- Ability to time-manage effectively to meet multiple project deadlines (I)
- Experience in handling complex processes, tracking progress and reporting on outcomes (A, I)
- Proficiency with Microsoft Office (A, T)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)

#### Desirable Criteria:

- A knowledge and understanding of the HE environment (A)
- Relevant meeting support experience, ideally minute taking (A)
- Administrative experience in a projects/programmes/project management office environment (A)
- Experience with monitoring and supporting financial processes while ensuring compliance with regulatory requirements and policies (A,I)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*