

Wild Campus Project Officer

Job Description

The Role

Job title:	Wild Campus Project Officer
Department:	Commercial Services and Facilities
Responsible to:	Director of Commercial Services
Location:	Royal Agricultural University, Stroud Rd, Cirencester GL7 6JS
Salary:	Grade 7: £30,497 - £36,382 per annum pro rata
Term:	Fixed term to 31 May 2023: Part time 21 -28 hours per week (0.6-0.8 FTE)
Relationships with:	Facilities Team, Cirencester College, Deer Park School

Purpose

The Royal Agricultural University (RAU) is seeking to appoint a Project Officer for the Wild Campus Cirencester project which runs until 31 May 2023.

Wild Campus Cirencester is an exciting initiative to benefit bats and other wildlife on and around the campus by making big habitat improvements. The University is leading the project in partnership with our neighbours, Cirencester College and Cirencester Deer Park School. Together, our three institutions make up the town's education quarter.

This project will create a haven for birds, small mammals and amphibians, as well as pollinators and their insect prey, plus a dark corridor for bats. This project will include planting wildlife-friendly native shrubs and wildflowers, replacing outdoor lighting in line with Bat Conservation Trust guidance, diversifying large areas of lawn, and installing over 100 bat and bird boxes. Signs will promote the improvements, increasing understanding and access to wildlife for our 4,250 students and over 10,000 annual visitors.

The combined area of the campus is approximately half the size of Cirencester's town centre. The project connects wildlife populations north and south of the A419 that have been divided by the bright lights and amenity grass covering large areas of the university, college and school sites.

The project is funded by the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020. The Ministry of Housing, Communities and Local Government is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations. For more information visit: <https://www.gov.uk/european-growth-funding>.

Key Responsibilities

- Coordinating the Wild Campus Cirencester project to ensure successful delivery, using a project plan to document tasks, dependencies, responsibility, timescale, progress.
- Liaising with the teams at RAU to ensure work is initiated, progressed and completed to time, driving the delivery of the project
- Documenting evidence of project delivery, including before and after photos
- Developing detailed and compliant specifications for all procurement for the project, in consultation with the RAU finance team, and ERDF procurement process
- Ensuring all staff involved in the project accurately record all time spent on project delivery
- Liaising closely with lead and delivery staff at our delivery partner organisations, ensuring clear accountability for delivery
- Organising regular project Steering Group meetings, keeping up to date RAIDD logs to drive delivery and clarifying accountability
- Managing the project budget on a day to day basis, accountable for keeping the project within budget
- Create and execute a project communication plan, including a clear stakeholder comms plan, internal and external comms plan
- Managing the scope of the project closely, to ensure there is no scope creep without prior approval of ALL stakeholders, and appropriate Change Requests approved
- Manage risks and issues in line with good Project Management practice

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
<ul style="list-style-type: none"> • Educated to Honours degree level or equivalent 	D	A
Knowledge, Experience and Skills:		
<ul style="list-style-type: none"> • Excellent project management skills 	E	A, B
<ul style="list-style-type: none"> • Experience of contract management 	D	A, B
<ul style="list-style-type: none"> • Experience of keeping to deadlines 	E	A
<ul style="list-style-type: none"> • Experience of keeping to budgets 	E	A
<ul style="list-style-type: none"> • Experience in producing clear and concise reports 	E	A
<ul style="list-style-type: none"> • Understanding of the strategic context of the project 	E	C

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
<ul style="list-style-type: none"> Experience of wildlife or relevant environmental projects 	D	A, B
<ul style="list-style-type: none"> Experience of working within an externally funded project or partnership 	D	A, B
<ul style="list-style-type: none"> Proven IT skills, especially MS Office 	E	A
<ul style="list-style-type: none"> Ability to build effective working relationships and communicate at all levels 	E	A, B

Application Process

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- **Closing date:** Sunday 26 September 2021 with **Interviews:** 6 October 2021.