

Job description

Date last reviewed: 24 February 2015.

Faculty/Directorate: Directorate of Finance and Legal Services.

Department: Virtual Project Office (plus) (VPO+).

Title of post: Higher Apprentice in Project Management.

Grade of post: Higher Apprentice.

Post number: 19034.

FT or % P/T: Full Time.

Permanent/Temporary: Temporary.

Principal location of work: Headington Campus, Gipsy Lane Site.

Immediate line manager: Head of Virtual Project Office (plus) (VPO+).

Staff managed: None.

Qualifications required for post: Two qualifications at *Qualifications and Credit Framework* (QCF) Level 3 plus a qualification at QCF Level 2 in each of English, Maths and ICT. (For information about qualification levels, see <https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels>.)

Experience required for post: None.

Overall purpose of post: To promote smooth running of the University's Virtual Project Office and the projects it serves, by giving varied administrative support within a structured learning & development programme that leads to a qualification in project management.

Main duties:

1. Working towards a Level 4 Diploma in Project Management, by attending classroom courses, undergoing other training and carrying out assessed tasks and assignments in the workplace (including, eventually, managing an assigned project with guidance and support from experienced University staff).
2. Office administration, including collecting and distributing post and maintaining and ordering supplies. This also includes taking and dealing with enquiries and requests from visitors, telephone callers and correspondents, ensuring that these dealings are handled in a professional and courteous way and that all raised matters are resolved, or referred for resolution, promptly.
3. Helping other VPO+ team members arrange and run seminars, meetings and workshops, e.g. by booking venues, preparing and distributing printed and electronic material, arranging refreshments, note-taking, issuing feedback questionnaires and collecting and collating responses.
4. Helping other VPO+ team members design and manage programmes of training and development for University staff in aspects of project, programme & portfolio management. This will include: issuing surveys to delegates and collating and analysing responses; uploading information about training and development opportunities to a website; keeping records of nominees; and making arrangements such as those described at 2 above.
5. Helping other VPO+ team members design and write procedures for collecting information about projects from nominated people around the University and using it to update a web-based register and produce reports. Then

playing an active part in running the procedures, e.g. by checking for, requesting and ensuring input of information missing from the register, by looking for and reconciling any duplicated information and by extracting data for reports.

6. Helping other VPO+ team members prepare and maintain a web-based repository of lessons learned from reviews of completed projects both inside and outside the University.
7. Consolidating content from various web-based sources, to compile a glossary of terms used in the disciplines of project, programme & portfolio management and then working with other VPO+ team members to put and maintain the glossary on web pages.
8. Helping other VPO+ team members devise and write procedures for recruiting and deploying pools of University staff who can fill project roles (e.g. as managers or reviewers). Then playing an active part in running the procedures.
9. Helping other VPO+ team members make and implement plans for communicating with VPO+ stakeholders about project, programme & portfolio management. This will include helping design, build, implement and promote web-based facilities for people to share experience, expertise and information, e.g. blogs, social media groups and on-line collaborative spaces.
10. Contributing to team discussions about shaping and implementing VPO+ services in ways that bring maximum benefit to the University.
11. Understanding and adhering to the University's guiding principles, working collegiately, showing respect to colleagues and supporting them in achieving the University's goals and undertaking any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Training and support will be provided for these duties and the level of responsibility attached to them will fall within the parameters of the National Occupational Standards for the Higher Apprenticeship in Project Management.

Person specification

Faculty/Directorate: Directorate of Finance and Legal Services.

Title of post: Higher Apprentice in Project Management.

Starting salary: £11,342 p.a.

Specification	Essential	Desirable
1. Education/ Training	Two qualifications at Qualifications and Credit Framework (QCF) Level 3. A qualification at QCF Level 2 in each of English, Maths and ICT.	
2. Relevant Experience	None.	
3. Relevant Skills/ Aptitudes	Effectiveness in verbal communication. Dependability in respect of timekeeping and personal organisation. Aptitude for planning and organising. Willingness to work as part of a team. Proficiency in numerical reasoning and calculation. Proficiency in literacy and reading comprehension. Competence in using word processing, e-mail and spreadsheet applications. Diligence in approaching tasks.	Competence in using presentation and database applications. Initiative and flexibility in solving problems.
4. Special Requirements	Keenness to acquire new skills and knowledge from others. Interest in project management. Ambition to achieve a Level 4 Diploma in Project Management.	Enthusiasm for learning about project management practice and theory.
5. Other	Commitment to reaching/attending taught classes and carrying out revision.	

Draft advert

Faculty/Directorate: Directorate of Finance and Legal Services

Job title Higher Apprentice in project management

Starting salary: £11,342, plus benefits and all tuition fees paid

You'll help create sector-leading, high quality services for the future by giving administrative support to Oxford Brookes University's Virtual Project Office and the many, varied projects it serves. At the same time you'll work towards a Level 4 Diploma in Project Management, gaining career enhancing knowledge and skills along the way. Your role will involve:

- helping shape and run processes for delivering guidance, services and information to project teams;
- communicating about project management with a wide range of internal clients;
- attending classes and performing assessed workplace tasks to consolidate classroom learning; and
- (later) leading an assigned project, with tutelage and full support from experienced professionals.

You should have:

- any two Level 3 qualifications, along with Level 2 qualifications in each of English, maths, and ICT;
- an interest in project management, coupled with keenness to gain new skills and knowledge;
- skill in verbal communication, writing, comprehension, calculation and numerical reasoning;
- an aptitude for planning and organisation, plus diligence and good timekeeping;
- competence in word processing, e-mail and spreadsheet applications; and
- confidence to join in the teamwork of a small, friendly office.

You must also be willing to travel to London twice a year to attend training for up to five consecutive days at a time (travel costs will be paid).

This apprenticeship offers a rare chance to gain both experience and a qualification in project management, which can help launch further study and/or a rewarding, varied career in this exciting field and in many others.

Ref: 19034.

International applicants from outside the EU will need to demonstrate their eligibility to work in the UK.