

# Assistant Projects and Contracts Manager

## Job Description

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### POSITION OVERVIEW

<b>Department</b>	Experiential Digital Global Education (EDGE); Innovation Unit (London)
<b>Location</b>	Devon House, London, Remote-based
<b>Term</b>	Full-time; Fixed-Term (12 months)
<b>Salary</b>	£30,000 - £40,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	August 2022

The New College of the Humanities wishes to appoint an Assistant Projects and Contracts Manager to be responsible for the administration and management associated with various contracts required as part of the EDGE Unit's operation. This role will focus on managing all contractual documentation required for management of public and private sector programmes, primarily for our Skills Bootcamps, ensuring we meet funder compliance and audit requirements, notably those from the Department for Education. You will ideally come from a contract management back ground with experience of reviewing, maintaining, and finalising contracts, along with supporting documentation including management information and contract reporting. Through your commercial awareness and provision of high quality, diligent and proactive administration you will provide support to the EDGE (London) Senior Management Team and ensure a smooth and effective operation in respect of the Unit's contractual obligations. The role is suitable for remote-working, provided the appointee is able to attend the campus for face-to-face work when required.

## Duties and Responsibilities

- Prepare, review, finalise and submit data returns to support management and delivery of Department for Education Bootcamp programmes and other EDGE contracts.
- Draw down and gather evidence to collate and compile management reports, taking steps to address any gaps in evidence, working with internal and external stakeholders to ensure all documentation is in place
- Stakeholder management – establishing and maintaining good working relationships with internal and external contacts, ensuring their engagement and adherence to required response times
- Ensuring learner and employer documents are duly signed, sent, and received back with required signature(s) in compliance with external requirements.
- Provide support as required for Management Information returns - ensuring appropriate, up to date record keeping and archiving to ensure compliance in DfE audit and for wider reporting purposes
- Establish suitable reporting to assist with and demonstrate execution of contractual deadlines and obligations
- Managing document templates and recommending best practice
- Review and update of existing contracts and agreements as required for any change in circumstance and ensuring appropriate closure at the end of any contract/agreement period
- Review and update existing supplier portals, keeping documents and organisational details up to date for future procurement exercises
- Ensuring data sharing and retention is inline with GDPR, including NCH and client policies
- Other operational tasks commensurate with this role in support of the Assistant Vice President for Digital Innovation and Enterprise Learning

## About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally.

The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

### **Person Specification Criteria (Essential / Desirable)**

#### **Qualifications**

- Honours degree or equivalent professional or vocational qualification and/or extensive relevant administration experience [E]

#### **Key Criteria**

- Experience in contract administration and management and/or extensive administration experience [E]
- Able to work under pressure to report high volumes of learner data, with exceptional accuracy and attention to detail [E]
- Resilient, with a can-do attitude and an able to problem solve to ensure that funder requirements are fully met, including identifying ways to evidence delivery in line with contract requirements [E]
- Knowledge of the administrative requirements associated with work-related learning / skills programmes [E]
- Experience working within a Further or Higher Education environment [D]
- Excellent communication (verbal and written) and relationship management skills, including effective stakeholder and partnership working [E]
- Experience in dealing with numerous external stakeholders with an ability to quickly understand stakeholder concerns, and work flexibility to incorporate solutions that continues to meet internal and external goals and compliance requirements [E]
- Excellent organisation and time management skills, demonstrating an ability to work flexibly and to deadlines while maintaining a high level of accuracy and exceptional attention to detail [E]
- Excellent record keeping and maintenance, with awareness of Data Protection and GDPR [E]

- High degree of professionalism and personal integrity; ability to exercise complete discretion and maintain confidentiality [E]
- Able to work without close supervision and with autonomy but also collaboratively as a team member, being flexible and adaptable, and with a willingness to embrace change [E]
- High level of competency in the use of IT, especially MS Office [E]
- Willingness and capacity to undertake continuous professional development [E]

### **Application Process**

Applications should be made via [this link](#) by 20:00 on 21 August 2022. Please reference your application “**EAP722**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.