

|  |  |
| --- | --- |
| Job Title: | **Job Description** Project Support Officer |
| Faculty/Professional Directorate: | Faculty of Health Sciences |
| Subject Group/Team | School of Psychology and Social Work |
| Reporting to: | Programme Director |
| Duration: | Fixed Term for 18 months (0.4 WTE) |
| Job Family:  | Administration |
| Pay Band: | 5 |
| Benchmark Profile: | Administrator Band 5 |
| DBS Disclosure requirement: | Enhanced |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The University of Hull, Faculty of Health Sciences has an established and excellent reputation locally, nationally and internationally for its high-quality undergraduate, postgraduate and professional educational provision and has a growing reputation for its research. The School of Psychology and Social Work brings together Psychologists, Clinical Psychologists, Cognitive-Behavioural Therapists, and Social Workers in a positive and open culture of learning and exchange. The Clinical Psychology Doctorate (ClinPsyD) is a well-established Post Graduate Research programme, of three years duration, which runs in conjunction with the psychology undergraduate programmes at the University of Hull and the University of York to form a 6-year integrated training course. The Clinical Psychology Doctorate programme has an annual intake of 26 postgraduate clinical psychology trainees. The post supports the delivery of Equality, Diversity and Inclusion initiatives within the ClinPsyD programme, with specific focus on mentoring opportunities for aspiring clinical psychologists from ethnic minorities.

**Specific Duties and Responsibilities of the post**

The primary responsibilities are to support the Equality, Diversity and Inclusion (EDI) lead for the clinical psychology doctorate programme in the delivery and development of a range of initiatives to improve equity and inclusion for trainee clinical psychologists from ethnically minoritized backgrounds. The post will primarily involve leading on the organisation and delivery of a mentoring scheme for aspiring clinical psychologists from ethnic minority backgrounds. The scheme ran for the first time during the previous academic year and there are plans to expand this initiative in 2025 and 2026, to enable greater numbers of aspiring clinical psychologists from ethnic minorities to engage in and benefit from the scheme. The post will also support the development and implementation of further education college outreach activities and open days/career talks, as well the dissemination of information and outputs of the full range of ClinPsyD programme EDI activities. These duties provide a framework for the post and should not be regarded as a definitive list of roles and responsibilities. Other reasonable duties may be required consistent with the grade of the post.

In your covering letter please refer directly to the criteria given in the competency specification, below. Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

**Overall Purpose of the Role**

The role holder:

1. Will act as project support officer and provide administrative support to the Clinical Psychology Doctorate Programme Equality, Diversity and Inclusion (EDI) lead and other members of the programme team. The role holder will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience.
2. May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures. This will include the discretion to deal with non-routine queries and/or issues but more complex situations will be referred to senior colleagues.
3. Will plan and prioritise own work and may be required to delegate work to others within agreed objectives.

**Main Work Activities**

**Communication**

1. Assist in the preparation and collation of written documents for circulation
2. Take notes and produce formal minutes at meetings when required
3. Format and edit publications
4. Draft and type formal documentation
5. Compile procedural manuals and other University documentation
6. Provide information, advice and support to students, academics, colleagues and others external to the University

**Teamwork**

* May be required to supervise the work of others
* Provides advice and guidance to other members of the team

**Service Delivery**

* Provide administrative support to colleagues including academic and administrative staff
* Provide administrative support to specific projects as required
* Develop and manage office systems to improve the efficiency and effectiveness of the project work
* Administer procedures relating to the work

**Planning and Organisation**

* Organise and represent the area and University at events
* May be expected to plan and monitor the work of others
* Co-ordinate project processes in conjunction with senior colleagues
* May be expected to organise, prepare and service committees as appropriate

**Analysis/Data Inputting**

* Record data and produce regular reports as required using Microsoft Office, other software and corporate systems
* Create spreadsheets to record relevant information
* Maintain, monitor and interpret information
* Provide statistical information to be included in relevant reports
* Use databases (internal/external) to support the work of the department

**Additionally, the post holder will be required to:**

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview

|  |  |
| --- | --- |
| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Has an undergraduate degree in psychology. Evidence of knowledge of Equality, Diversity and Inclusion in Higher Education and in Clinical Psychology Has knowledge of the career pathway for aspiring clinical psychologistsEvidence of substantial experience in an office environment covering a broad range of administrative tasks. | **Application/Interview****Application/Interview** **Application/Interview****Application/Interview** |
| Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software. | **Application/Interview** |
|  |  |
| Evidence of experience of managing own workload within a work setting requiring the ability to work to multiple deadlines, prioritise work, and report regularly to senior staff.  | **Application/Interview** |
| **Communication (Oral)**Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts. | **Application/Interview** |
|  |  |
| **Communication (Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application** |
|  |  |
| **Teamwork and Motivation**Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
|  |  |
| **Liaison and Networking**Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. | **Application/Interview** |
|  |  |
| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
|  |  |
| **Planning and Organisation**Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
|  |  |
| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
|  |  |
| **Analysis/Reporting**Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.  | **Application/Interview** |