

JOB DESCRIPTION

Job Title:	Graduate Project Manager (Compliance)
Department / Unit:	Health and Safety
Job type	Full-Time, Fixed-Term, Professional Services
Grade:	RHUL 6
Accountable to:	Director of Health, Safety, and Business Continuity
Accountable for:	N/A
Purpose of the Post	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including fire safety and statutory compliance. The role holder will manage the compliance related program on behalf of the Director of Health, Safety and Business Continuity, and the Deputy Director of Estates (Projects).</p>	
Key Tasks	
1. Day-to-day management of assigned projects related to health and safety compliance work on behalf of the Health and Safety Office. Completing tasks related to other projects as assigned by senior management.	
2. Liaise with contractors, Estates colleagues, other Project Managers, and members of the Health and Safety Office on matters relating to their projects.	
3. Financial planning and administration to ensure accurate and efficient tracking of expenditure against a defined budget.	
4. Designing, maintaining, and updating core project documents, including project descriptions and objectives, project directory, timelines and task logs.	
5. Organising project meetings and recording minutes with internal and external stakeholders.	
6. Liaising and troubleshooting with project partners whilst following up assigned actions with project stakeholders.	
7. Reporting to the Director of Health, Safety and BC and the internal governance committee to provide updates on projects.	
8. Working either on their own, or with others from the HSO and Estates, to check the quality and completeness of third-party completed work.	
9. Identify and solve problems, conflicts, and issues as required through working with stakeholders or others.	
10. Identifying risks to successful project completion, problem solving, and timely reporting to senior management.	
11. As may be necessary, assist in emergency response or business continuity arrangements out of normal working hours, by the provision of advice or through attending in person.	

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

- Internal and external Project Managers.
- Various contractors or third parties either quoting for or completing work.
- Colleagues in Estates and other Departments, including Finance colleagues.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Graduate Project Manager (Compliance)	Department: Health, Safety and Business Continuity		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent experience	X		
Formal qualification in Project Management (PRINCE-2, CGMP or equivalents) and / or significant practical experience in the delivery of health and safety projects	X		Application Form
Undergraduate or Post Graduate qualification in Project Management		X	Application Form
Health and safety or fire safety qualification		X	Application Form
Skills and/or Abilities			
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	X		Application Form / Interview
Pragmatism and the ability to understand an issue from both your own organisation and the customers' point of view	X		Application Form / Interview
Excellent organisational skills and a high level of attention to detail and accuracy.	X		Application Form / Interview
An ability to work under pressure, prioritise conflicting demands and meet strict deadlines.	X		Application Form / Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form / Interview
Able to communicate effectively in person both informally and to committees or other groups, including to Executive level if required.	X		Application Form / Interview
Experience			
Experience of influencing and negotiation	X		Application Form / Interview
Experience or understanding of health and safety compliance, specifically fire safety requirements		X	Application Form / Interview
Experience of developing, building, and establishing working relationships with stakeholders		X	Application Form / Interview
Other requirements			
Committed to continuous personal development and a willingness to complete further training as required.	X		Application Form / Interview
Ability to work occasional weekends or late evenings	X		Application Form
Demonstrable commitment to equality, diversity, and inclusion	X		