



## **Project Support Officer – IRC245735**

**UKRI – NERC BGS**

**Keyworth, Nottingham**

**£24,435 to £26,560 per annum (depending on qualifications and experience)**

**Full-Time – 37 hours a week**

**Permanent**

### **About us**

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employees 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

BGS is seeking to appoint an enthusiastic Project Support Officer to join our Project Support Team at our headquarters in Keyworth in Nottingham.

### **About the role**

With proven experience of using project management based resource and/or financial systems and working in a project focussed organisation, your work will include:

- Be responsible for a portfolio of standard projects within a number of Science Directorates and work with Project Managers to obtain accurate budgeting and forecasting of expenditure.
- Provide specific support, knowledge and advice to Project Managers, Team Leaders, Resource Managers and Science Directors in the use of the ChangePoint Resource Management System (RMS) and the integrated project and resource management processes this incorporates.
- Assisting Project Managers in the applications of Grants and advising in the use of other Grant bidding systems e.g. Joint Electronic Submissions (JeS) – cross referencing details onto the RMS system to assist in the resource management within BGS and the provision of pipeline data.
- Responsible for the project set-up within RMS, ensuring the most appropriate RMS project breakdown structure to facilitate project delivery – accurate maintenance of all standard project profiles within own designated area of responsibility.
- Monitoring the progress of all bids on the RMS for designated area of responsibility to ensure all process steps are completed within the prescribed timescales and all actions taken adhere to the BGS/NERC/UKRI policies for project management.



- Working closely with BGS Finance colleagues to ensure Science Directors are provided with the relevant information in order to facilitate corporate exercises and financial monitoring.

You will also be expected to:

- Provide guidance to new staff within assigned BGS team areas to use corporate BGS/NERC/UKRI business systems effectively.
- Where appropriate, proactively work with Project Managers, Team Leaders, Resource Managers and Science Directors to promote the support available in relation to bid preparation and project management.
- Travel to other BGS sites as and when required.

### About you

If you have many of the key skills and experience below and want to work for a forward-thinking environmental science institute, then we would be very interested to hear from you.

- Highly motivated and technically competent.
- Demonstrable skills in resource management software packages.
- An enthusiastic learner able to pick up new skills quickly.
- Ability to work equally well in multi-disciplinary teams and independently.
- Excellent communication skills both written and oral.

### What we offer

A generous benefits package is also offered, including a very competitive pension scheme, childcare salary sacrifice scheme, 30 days annual leave plus bank holidays.

This is advertised as a full time post but we will consider applications from those who require more flexible arrangements.

### How to Apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc245735\\_8391.aspx](http://www.topcareer.jobs/Vacancy/irc245735_8391.aspx)

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

Closing date for receipt of applications is **Monday 22 July 2018**.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in



the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

UKRI values diversity and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. There is a guaranteed Interview scheme for suitable candidates with disabilities.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.



<b>Specific Skills Criteria</b>		
	<i>Essential</i>	<i>Desirable</i>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>A-C grades in 5 GCSE subjects (or equivalent) including English and Maths</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Recent experience (minimum one year) of working within a project focussed organisation</li> <li>Have an understanding of the ability to produce sound financial costings and the effective interpretation of project monitoring reports (resource and budgets/costs)</li> </ul>	<ul style="list-style-type: none"> <li>Working within a scientific research organisation</li> <li>Experience of using the Oracle EBS system or other large ERP system</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good working knowledge of MS Office applications, in particular MS Excel</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of foundation level Prince2</li> <li>Knowledge of resource management software package ChangePoint</li> </ul>



<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability (either from work experience or relevant experience outside of work) of working with minimal supervision and prioritising own time and resources</li> <li>• Effective team-working skills and experience of working in multi-disciplinary teams</li> <li>• Must be prepared to travel to support the Project Support Team</li> <li>• Ability to empathise with the needs of the business and colleagues and relate this to your support role within the organisation</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to proactively promote the services of the Project Support Team to scientists</li> <li>• Experience of communicating effectively in a customer service environment</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse and solve operational problems</li> </ul>
<b>MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Demonstrates an interest in their own continuing development</li> <li>• Enjoys working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an interest in the work of their current employer and BGS</li> </ul>

