|  |  |
| --- | --- |
| Job Description |  |

|  |
| --- |
|  |
| Job Title | Transformation Support Co-ordinator |
| **Department** | Transformation  |
| **Responsible To** | Programme Director |
| **Responsible For** | N/A |
| **Grade** | 6 |
| **Location** | Anywhere in UHI Partnership |
| Job Objective |
| The Transformation Support Co-ordinator will play a crucial role in supporting the Transformation programme team, ensuring that the day-to-day operations run smoothly, allowing the programme team to focus on strategic tasks and programme/project management responsibilities. This role involves managing UHI Transformation programme and project documentation, supporting and coordinating meetings facilitating communication within the team and with external stakeholders (which, for the purposes of this document, includes UHI partnership colleagues), ensuring timely dissemination of information including assisting with and reviewing reports, presentations and associated documentation to ensure the smooth execution of projects*.*This role provides a secondment/fixed term opportunity for up to 12 months. |
| Key Duties & Responsibilities |
| **Executive Support**:* Provide comprehensive administrative support to the team, including scheduling meetings, preparing agendas, and taking minutes.
* Maintain and organise project documentation, ensuring all records are up-to-date and easily accessible
* Schedule programme and project meetings, prepare documents, and generate reports.
* Monitor and track issues and risks, ensuring they are logged and communicated to the relevant team members
* Collate, format, and review papers for reports to committees.
* Assist in the preparation of reports and presentations for the Programme Managers, Programme Director, and Director of Transformation.
* Support continuous improvement initiatives by identifying and implementing process improvements within the administrative function
* Responsible for the Transformation Team inbox, logging enquiry, liaising with colleagues for collating response and responding to enquiries.
* Handling sensitive information with discretion and maintaining confidentiality at all times.

**Financial Administration*** Undertake administrative and bookkeeping tasks related to financial documents.
* Assist with budget tracking and financial administration, including processing invoices and expense claims.
* Manage invoices, purchase orders, and inventory reports.

**Project Procurement*** Administer the project procurement process, ensuring timely and accurate processing of procurement activities.

**Resource Coordination*** Coordinate the allocation of project resources to ensure the project team has the necessary tools and materials at the right time.

**Committee and Group Support*** Act as clerk to committees and groups, producing agendas, minutes, and papers for meetings.
* Disseminate and follow up on meeting outcomes as required.

**Cross-Team Collaboration*** Foster collaboration across teams to support project team members in completing tasks and producing deliverables.

**SharePoint and Communication*** Maintain SharePoint areas for team and programme documentation.
* Effectively communicate with team members and staff on project-related matters.
* Facilitate communication within the team and with external stakeholders, ensuring timely dissemination of information

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
 |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: Feb 2025 |