

# CANDIDATE PACK

## Organisational Development Project Officer

People Culture and Wellbeing

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Organisational Development Project Officer**

**Reports to: Organisational Development Manager**

**Department: People Culture and Wellbeing**

**Grade: NG5**

## ROLE PURPOSE

The postholder will provide comprehensive project support to the Organisational Development Team (OD), ensuring the timely delivery of projects and utilising appropriate resources and budgets, providing support across a range of University wide initiatives as we work towards enabling our Being Westminster Strategy 2029.

## PRINCIPAL ACCOUNTABILITIES

**Project Management:** Manage a variety of OD projects and programmes at organisational and team levels, leading certain projects and supporting senior OD colleagues with university-wide initiatives. Ensure that organisational stakeholders are well-supported.

**Operational Support:** Oversee day-to-day operational and administrative activities to ensure effective project delivery. Work closely with OD team colleagues to ensure smooth project operations, including agreeing timelines and key project milestones and ensuring that relevant actions are completed as agreed.

**Communication:** Communicate project information to a range of audiences within the team and across the organisation. Maintain and update information on SharePoint, using internal communication pathways effectively.

**Event Organisation:** Organise meetings and events (both virtual and physical), including coordination of venues and suppliers, preparing supporting documents, creating agendas, and taking minutes. Ensure accurate management of all project documentation.

**Data Analysis:** Conduct data analysis to provide insights into organisational trends for OD provision and programmes, including evaluation, design, measuring return on investment, and identifying opportunities for improvement.

**Learning Needs Analysis:** Undertake individual and organisational needs analysis and evaluations of the OD provision and programmes, and provide an advisory and customer focused approach in promoting OD offerings.

**Risk Monitoring:** Monitor project risks and resolve issues using sound judgement. Keep project trackers updated and monitor risks appropriately, escalating concerns as required.

**Support Audits:** Assist with training audits relating to compliance, records, and programme attendance and produce reports in a user-friendly format, maintaining data quality



standards, and ensuring the correct input and updating of information in learning platforms as required.

Undertake any other duties within their competence and area of responsibility, as directed by the OD Manager from time to time.

## CONTEXT

This is a professional post. The postholder will help drive forward the People & Culture priorities for the University by contributing to improving organisational development capability, and as such will make a significant impact on the delivery of the Being Westminster Strategy. The emphasis for this role is on professional support. The postholder will be expected to 'model' a customer-centred approach which strongly aligns to the Being Westminster Values and have a commitment to personal and professional development. They will need to have a good understanding of how the people and culture strategic aims enable and support the implementation of University objectives and underpins all People policy and practice. The role requires flexibility together with an ability to prioritise a varied and demanding portfolio of work.

The post holder will work closely with all members of the OD team and, where required, support activities across the team as directed by the Organisational Development Manager. They will also be expected to cover aspects of work outside of their portfolio at times during periods of absence and to ensure the team is able to continue to deliver a high-quality and uninterrupted service.

The post holder will be required to communicate effectively and work in partnership with a wide range of colleagues both within People, Culture and Wellbeing and with learning collaborators across the organisation including the Centre for Education and Teaching Innovation (CETI) and Student Academic and Support Services. They will also be expected to manage relationships with external training suppliers and consultants and sector related professional bodies to share best practice.

The post holder will also be expected to embed the University's Values and Equality, Diversity & Inclusion agenda in all Organisational Development activities and promote a culture of continuous learning and improvement, demonstrating agility and flexibility in their ways of working. The People, Culture and Wellbeing teams work in a matrix structure, so each individual is expected to take every opportunity to foster cross-team working and to develop a culture of sharing knowledge and information across the Department.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

The postholder will provide a service to all colleagues, significantly impacting University development plans and the University's culture

Budget responsibility: No budget responsibility but delegated responsibility for regular monitoring and reporting on core OD activities.





## KEY RELATIONSHIPS

University managers at all levels

Other PCW Teams External Providers

OD

Internal Communications team

Centre for Education and Teaching Innovation



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Successful project planning skills, including mapping milestones, deliverables, and progress using relevant project management tools.
- Evidence of practical project management skills, managing outcomes and results, and keeping key stakeholders informed to meet deadlines.
- CIPD qualified (or working towards) or equivalent HR/People experience or qualification.

### Desirable

- Prince 2 Foundation or equivalent project management qualification.
- Level 3 qualification or equivalent experience in a project management office (PMO).

## TRAINING AND EXPERIENCE

### Essential

- Experience of providing high-level project support in a fast-paced, complex organisation, ideally in higher education or a development environment.
- Evidence of continued professional development.
- Extensive experience in administrative/project/programme support/events organisation.
- Ability to write and evaluate simple reports.
- Experience of evaluating the impact of project programmes.
- Experience of systematic planning and budgeting of resources.
- Comfortable working with statistical information, collating and interpreting information from various sources.
- Experience of supporting meetings/events such as process mapping or project group meetings.
- Ability to communicate complex project information and administrative matters effectively.
- Ability to manage own workload and work independently to meet multiple deadlines with a high level of discretion.
- Effective communication with a broad range of stakeholders at various levels of seniority.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- High standard of communication and interpersonal skills, both oral and written (e.g., report writing, note-taking, developing presentations).
- Ability to establish rapport and build effective relationships at all levels quickly.
- Ability to persuade, engage, and influence decision-makers effectively.



- Ability to manage and deliver conflicting priorities and workloads, maintaining focus on agreed objectives and deliverables, and monitoring progress against targets.
- Flexibility to adapt to new information or changed circumstances.
- Ability to use initiative and consider the wider context and implications when problem-solving.
- Ability to handle new situations under pressure objectively, sensitively, and diplomatically, especially in complex and emotionally charged situations.
- Ability to lead and motivate others to deliver objectives successfully.
- Fully committed to creating a stimulating learning and working environment that is supportive and fair, based on mutual respect and trust, where harassment and discrimination are not tolerated.
- Ability to prioritise tasks and manage conflicting demands to deliver objectives.
- Ability to develop effective working relationships and demonstrate professional credibility with colleagues at all levels.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 01 September 2024.**

**Interviews will take place on 13 September 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

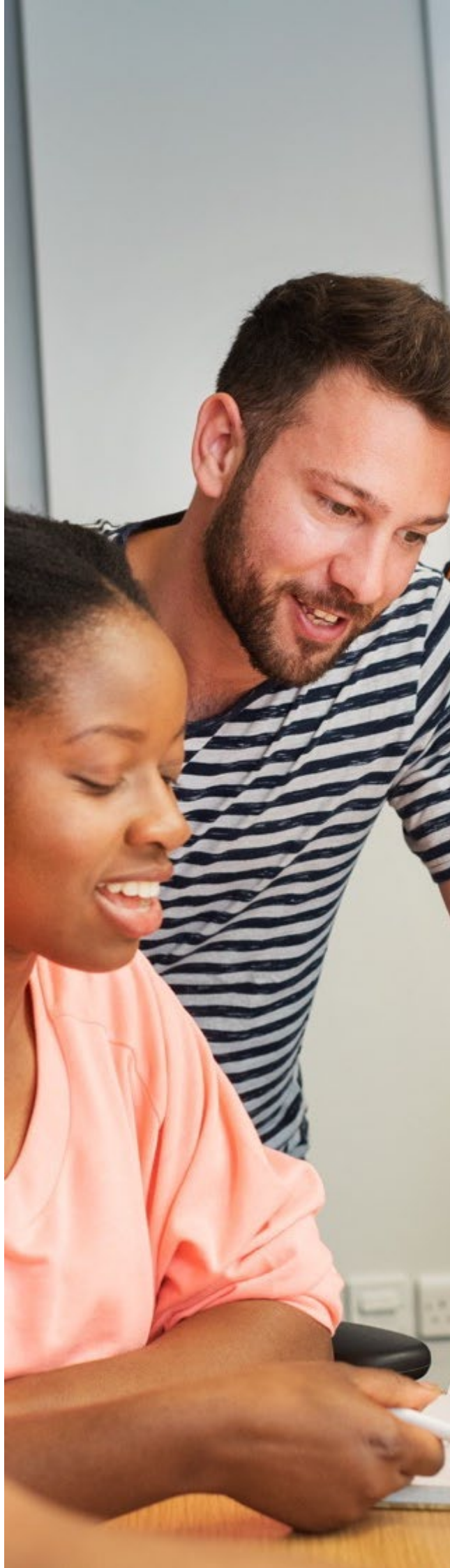
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

The University of Westminster is a charity and a company limited by guarantee. Registration number: 977818. Registered office: 309 Regent Street, London W1B 2UW. 9860/08.23/JT

