

SECTION A: THE ROLE

Job Title:	Project Officer
Institute/Service:	People & Culture Team
Job Grade:	Grade 6
Job Family:	Professional Services
Job Location:	Carlisle
Responsible To:	P&C Manager

Role Purpose:

The Project Officer will play a key role in delivering a range of people projects that support the University's strategic priorities. Working collaboratively across the People & Culture team, the role will contribute to the implementation of actions from the People Strategy and wider institutional plans, ensuring that initiatives are well-coordinated, inclusive, and effectively communicated.

A key aspect of the role is conducting research and gathering insight to inform project planning, decision-making, and evaluation. The Project Officer will analyse findings and use them to prepare high-quality reports, briefings, and submissions for committees and governance groups.

They will support consultation activity, contribute to equality impact assessments and help develop proposals and recommendations that drive transformational change across the University.

The Project Officer will establish and maintain strong, positive relationships with internal and external stakeholders, attend meetings, events, and working groups to represent the team and promote collaboration. The role requires professionalism, initiative, and exceptional attention to detail, alongside strong communication, interpersonal, and networking skills.

The successful candidate will balance independent work with team collaboration, consistently operating within University policies and procedures. They will demonstrate commitment to the University's values, its people, and the achievement of strategic goals, playing a key role in shaping a positive, inclusive, and forward-looking University environment.

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES

1.	People & Culture Strategy Support the delivery of projects within the People & Culture strategy, contributing toward committees and implementation groups as appropriate. Ensure EDI principles are fully embedded in processes, and manage projects effectively to meet committee approvals, deadlines, and relevant legislative frameworks.
2.	Project Collaboration and Support Collaborate with managers, trade union colleagues, staff groups, and the wider People & Culture team to research, develop, and implement proposals and recommendations that align with People & Culture strategy objectives and legislative changes.

3.	Change Management Assist in the design and delivery of change management programmes, supporting successful implementation and stakeholder engagement.
4.	Workforce data Analyse workforce trends and people metrics to provide actionable insights to stakeholders. Use data to inform the continuous improvement of policies, procedures, and practices. Maintain strict confidentiality in handling sensitive and highly confidential information.
5.	Policy Development Contribute to the development and review of policies, delivering guidance, coaching, and training to managers as required to ensure effective understanding and implementation.
6.	General • Keep up to date with current HR practice, employment law, and emerging EDI issues within a university environment. • Be responsible for monitoring, maintaining, and improving process effectiveness. • Work collectively within the People and Culture team. • Prioritise and manage workload to meet deadlines with high-quality outputs. • Present reports, briefings, and updates to committees, working groups, and other stakeholders as required.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6	Essential/ Desirable	To be identified by:
Role Title: Assistant HR Business Partner		
Qualifications		
Educated to RQF Level 3 (A Level, Scottish Higher or equivalent) or equivalent experience.	Essential	Application Form
Educated to RQF Level 6 (degree level or equivalent) or equivalent experience.	Desirable	Application Form
Working towards or membership of the Chartered Institute of Personnel and Development	Desirable	Application Form
Experience		
Development of written proposals, policies or procedures	Essential	Application Form/Interview
Experience in employment law	Desirable	Application Form/Interview
Experience of working in higher education and awareness of wider University, HE issues, and external changes such as innovations, changes in legislation/regulation, which impact on the job. Developing expertise and theoretical knowledge.	Desirable	Application Form/Interview
Previous experience working with HR systems	Desirable	Application Form/Interview
Completing an equal impact assessment with an understanding of equal impact assessment requirements	Desirable	Application Form/Interview
Knowledge, skills, and abilities		
Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements using initiative and judgement.	Essential	Application Form/Interview
Skills to research, collate and edit material for inclusion in reports/other documents.	Essential	Application Form/Interview
Well-developed analytical/problem-solving capability to perform detailed analysis of information and identify issues to support decision-making.	Essential	Application Form/Interview
Ability to provide detailed guidance, coaching, and instruction to develop the knowledge/skills of others.	Essential	Application Form/Interview
Knowledge of relevant IT packages, information systems, and procedures, ability to adapt/transfer skills to use new technology, and development and maintenance of websites, e.g. Office 365.	Essential	Application Form/Interview
Professional approach to work and work with colleagues, and an ability to work independently and show initiative.	Essential	Application Form/Interview

Other Commitment to the strategic plan and values of the University, especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview
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