

**JOB DESCRIPTION**

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| **Job title** | Design and Digital Project Co-ordinator |
| **Grade** | D |
| **Service** | External Relations Directorate  |
| **Location** | Docklands/ Hybrid |
| **Responsible to** | Head of Design |
| **Liaison with** | Teams across the External Relations Directorate, professional services directorates, academic school and external agencies  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

We have built an external relations directorate that has brought together an integrated Communications & Engagement and Student Recruitment & Marketing service. The directorate is made up of a number of teams including Communications & Engagement, Marketing, Recruitment and Conversion, Outreach and Access, Design and Digital, Events and Advancement and the International Office. We are looking for team members who will be part of embedding an innovative practice to our external relations directorate and enjoy working in an agile environment as we work towards a culture of the ‘continuous new’.

**JOB PURPOSE**

The postholder will oversee the effective use of the Asana Enterprise Project Management Tool and our digital asset management system Assetbank.

They will work with the Senior Designer and Studio Manager to ensure that design requests are triaged, and that effective communication is maintained between internal stakeholders, the design team and where appropriate external agencies. This will include ensuring there are regular meetings with suppliers and SLAs monitored. They will also create and manage feedback mechanisms for the design team that enable regular reporting against Departmental KPIs.

They will oversee the management and maintenance of the digital asset management system including providing access, high level training and support, ensuring that assets are properly tagged and filed and regular reporting.

**KEY DUTIES AND RESPONSIBILITIES**

* Ensuring design and digital projects are managed effectively via Asana Enterprise Project Management tool
* Co-ordination with design and digital team members
* Liaising and collaborating with internal and external clients related to project delivery
* Identify, resolve, and escalate any issues which may impact the delivery of any job or design task in respect of timelines
* Monitoring and reporting of resource requirements across the design and digital projects
* Respond to any urgent requests and engage one of roster of design agencies where required
* Ensure all designers (and design agencies) have the required information and briefing content they need to deliver their work and follow internal processes
* Management of Asset Bank (DAM) ensuring all digital assets across the Directorate are uploaded in the correct directories and tagged appropriately
* Work with Procurement and the Head of Design to account manage the two rosters of design agencies and monitoring & reporting on performance
* through the agreed SLAs.
* Be a positive, supporting and calming influence in the team and maintain a profession and constructive attitude
* Implement digital feedback mechanisms for internal stakeholders on communication, project management and quality of project deliverables
* To undertake any other duties that may be seen as being within the scope of this position and as required by the University.
* To work in accordance with our Equal Opportunities Policy.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

* Excellent working knowledge and experience of using project management tools (Asana, Monday etc)
* A good understanding of the creative process from concept to production
* Skilled across Microsoft office, particularly within Microsoft Excel and Outlook
* Exceptionally organised with the ability to manage deadlines effectively
* Friendly with the ability to build lasting relationships
* Experience in client management preferable
* Good verbal and written communication skills, with the ability to thrive in a highly creative client-oriented environment
* Ability to liaise with staff at all levels including senior staff

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Minimum 3 years’ experience in a traffic, resourcing, or project management role preferably within an agency setting
* A project management qualification
* 2 years’ experience of working with a digital asset management system

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!