

## Project Monitoring Officer

Reporting to: Finance Manager  
Reports: None  
Position: Part Time - 21 hours per week

### Role

To support the business in the smooth running of all activity, working with colleagues in Techniquest's development, operational and finance teams to, provide input into developing funding proposals, monitor financial and audience figures, carry out internal procedures and prepare reports.

The role will require the post holder to understand the aims and objectives of the team, to take a lead in identifying, analysing and organising relevant data and other information, and supporting the use of this information.

To analyse, evaluate and submit the relevant information of the Science Capital project.

### Responsibilities

To monitor and feedback the relevant information against the Science Capital Key Performance Indicators (KPIs) as set out in the Inspiring Science Fund (ISF) bid.

To ensure that all progress reports, required by the ISF bid funding agreement, have been collated and ready for submission to the Wellcome Trust (or whomever else the Wellcome Trust may nominate) in accordance with the specified timescales.

To analyse financial information and audience figures, phasings and other information necessary to support the planning, monitoring and reporting of education and public activity. This will include analysis of variances between budget and actuals for all school and public activity.

To assist in fundraising, partnership work, contracting and tendering by developing and costing scenarios. Working with colleagues to ensure these are viable operationally and financially.

To be responsible for monitoring and advising on funded educational activity, alerting managers in good time to any problems, and helping to identify restorative measures.

To research and develop modelling of audience numbers, finances, timings and other parameters and to identify further data that could be gathered, and/or analysis that could be done to improve performance.

To work with the Operations Manager in the assessment of new initiatives, ensuring that all staffing costs and capacity are considered along with non-staff costs so that all implications and risks are understood.

To work with financial, development and operational colleagues in assessing new opportunities for partnership activity and to advise on whether such opportunities are manageable and are in the wider interests of Techniquest.

To co-ordinate the collation and production of accurate audience figures on a retrospective basis for Techniquest's activities Wales-wide. To provide analysis of the figures and be able to provide detailed information and report on this information to the Head of Operations, the Business Services and Finance Directors.

To liaise closely with relevant staff in other teams.

### Supporting duties

To always work within the Techniquest Values and Behaviours Framework and embrace our values of Excellence, Inspirational, Inclusive, Collaborative, Empowering and Innovative.

To manage smaller projects or parts of projects of appropriate size.

To ensure that all audience data is collected and collated in a timely fashion, and subsequently accurately produced and communicated to all relevant parties at the beginning of each month.

To work with contractors and partners to support the management of activity.

To provide analytical support to other teams and the CEO.

To work safely and to carry out risk assessments, training and other health and safety measures relevant to the role.

To perform other duties that are not included above, but which are consistent with the role.

## **Personal specification**

### Experience

Experience involving working with statistics and finances including experience of shaping analysis and collating relevant information to provide reports to management.

Proven record of showing initiative in using information to solve problems and to improve effectiveness.

Experience of working in an administrative support position in the charitable sector.

Experience of working with projects and/or contracting of services would be desirable.

### Skills and Abilities

Financially aware and highly numerate, with excellent spreadsheet skills.

Excellent computer skills including Microsoft Word, internet and email packages.

Strong organisational and project management skills.

Good writing skills, with the ability to compile reports accurately and succinctly.

Good team worker.

Hardworking and self-motivated.

Reliable, accurate and with strong attention to detail.

Ability to work calmly under pressure.