



CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT

Job Description

Job title:	Projects Assistant
Department/Business Stream:	Partnerships, Projects & Policy / Cambridge English Language Assessment
Location:	Cambridge
Reports to (job title):	Head of Partnerships and Policy

JOB PURPOSE

To provide

- Administrative and project management assistance to the Policy Team
- Administrative support for the Quality and Regulatory Management Systems.

PRINCIPAL ACCOUNTABILITIES

- 1. Providing technical and project management assistance to Policy Team engaged in various projects**
 - Technical assistance to the team including creation of documents using PowerPoint and Visio.
 - Providing management assistance including arranging visits/payments/travel/ managing budgets etc. and liaison and interface with other staff.
 - Assistance with design and building of questionnaires, forms and spreadsheets.
- 2. Administrative support for Policy team**
 - Acting as the administrator for Cambridge English Language Assessment Quality and Regulatory Management Systems. This involves maintaining databases, spread sheets, record keeping, collating information and working with staff across all levels. It also involves servicing relevant meetings.
 - SharePoint champion for Policy Team Responsible for implementation, operation and monitoring of electronic file storage systems within Policy Team.
 - Administering Policy Team Training including the SharePoint site and current and future training

- Ensuring Quality Management and Policy team documentation on SharePoint are reviewed and updated according to Document Management Policies.
 - Providing administrative support for Policy Team processes.
- 3. Partnerships, Projects & Policy systems administrator**
- Working with a team of administrators to contribute to Partnerships, Projects & Policy systems and procedures (phone cover, inductions, survey responses).
 - General administrative cover during times of absence of other members of team.
- 4. Coordinating the implementation of the Policy Team Communications Plan**
- Planning and implementing the team communications plan ensuring that the team effectively communicates to stakeholders.

KNOWLEDGE, EXPERIENCE AND SKILLS

Knowledge

Essential

- A Level education (or equivalent)

Desirable

- Familiarity with project management principles

Skills

Essential

- Good interpersonal skills dealing with colleagues at all levels both internally and externally
- Creative and organised, with the ability to prioritize and time-manage projects.
- Good written and oral communication skills

Desirable

- Highly competent user of MS Office especially Excel, SharePoint and PowerPoint

Experience

Essential

- Administrative experience, including organising travel/ accommodation, minute taking etc.
- Demonstrable ability to work as part of a team and prioritise work
- Demonstrable ability to work under pressure and give attention to detail.

Desirable

- Working in an organisation with a Quality Management System
- Experience of invoice and financial processing

Behaviours

Essential

- Is open to new ideas, challenge and encourages colleagues to look at things differently
- Builds effective relationships with colleagues, customers and external stakeholders
- Understands and focuses on achieving the business' goals and their own objectives
- Is committed to high standards of quality