

# Job Description

**Job title:** Intranet Project Delivery Coordinator

**Directorate:** Marketing & Communications

**Grade:** F

**Role profile:** SMF1

**Part-time:** 3 days a week

**Duration:** 8-months

Duties of the role	
<b>Overall purpose of the role</b>	<p>The Intranet Project Delivery Coordinator will support the completion of DMU's new staff intranet, built on Microsoft Modern SharePoint, coordinating the remaining tasks of the second phase of the project and actively contributing to the ongoing development and maintenance of the intranet's content.</p> <p>This is a combined role, blending project coordination responsibilities – working with stakeholders across the university to ensure outstanding tasks are completed on time and within scope – with a hands-on content management function, including the rewriting, editing and addition of new content to the intranet.</p> <p>The postholder will report directly to the Technical Project Owner (TPO), providing regular updates on project performance, risks and progress. They will work collaboratively across professional services and academic departments to ensure the intranet remains relevant, accessible and aligned with institutional goals.</p>
<b>Main duties and responsibilities</b>	<p><b><u>Project Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and track remaining second phase project tasks, ensuring timelines and milestones are met.</li> <li>• Report regularly to the Transformation Portfolio Office on project performance, risks, issues and progress.</li> <li>• Liaise with the external agency and other suppliers to ensure agreed deliverables are completed on schedule.</li> <li>• Monitor and manage risks, issues and dependencies, escalating to the TPO where required.</li> <li>• Maintain project documentation, logs and reporting to support effective governance.</li> </ul> <p><b><u>Stakeholder Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Engage and coordinate stakeholders across faculties and professional services to support the completion of outstanding project tasks.</li> <li>• Facilitate cross-departmental communication to ensure intranet content and functionality aligns with institutional needs.</li> <li>• Gather feedback from staff to support adoption and continuous improvement of the intranet.</li> <li>• Support communications and engagement activities to promote awareness and uptake of the intranet.</li> </ul> <p><b><u>Content Management</u></b></p> <ul style="list-style-type: none"> <li>• Actively rewrite, edit and add new content to the intranet, ensuring it is clear, accurate, accessible and written in plain English.</li> <li>• Help to draft and seek approval for a new intranet governance document.</li> <li>• Work with content owners across the university to gather, review and publish content in a timely manner.</li> </ul>

## Duties of the role

- Ensure all content meets accessibility standards, DMU brand guidelines and SEO best practices.
- Support the ongoing optimisation of information architecture, navigation and user journeys.
- Maintain content governance standards, supporting workflows, permissions and content lifecycle management.

### **General Responsibilities**

- Keep up to date with the latest thinking, tools and techniques to bring fresh ideas to DMU.
- Contribute as part of the wider TPO team to support continuous improvement of the overall service.
- Network and build effective working relationships across the university.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Promote and exhibit DMU values and be a role model for the university's code of conduct.
- Treat all DMU staff, students, contractors and visitors with dignity and respect.
- Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to all protected characteristics.
- Contribute to improved environmental performance and reducing greenhouse gas emissions at DMU, in line with the university's Environmental Policy.

# Person Specification

## Job Title Intranet Project Manager (Delivery)

Directorate Marketing & Communications

Grade: F

Role profile: SMF1

Part Time: 3 days per week

8-months

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications and Training	Educated to degree level, or equivalent experience	Essential	X			X
	Knowledge of intranet platforms, ideally SharePoint Modern Online and Microsoft 365	Essential	X	X		X
	A relevant qualification or demonstrable knowledge in content management, digital communications, project coordination or a related field	Desirable	X	X		X
Previous Work Experience	Experience of coordinating or supporting digital projects, including tracking tasks, managing timelines and liaising with stakeholders	Essential	X	X	X	
	Proven experience writing, editing and publishing digital content, ideally for an intranet, website or similar platform	Essential	X	X		
	Understanding of content governance, information architecture and metadata	Essential	X	X		
	Experience of working with accessibility standards and inclusive design principles	Essential	X	X		
	Experience of engaging and working collaboratively with a range of stakeholders across a complex organisation	Essential	X	X	X	
	Experience of producing project updates, risk logs or progress reports	Desirable	X	X		
	Experience of using Microsoft 365 tools, including SharePoint, Teams and related applications	Desirable	X	X		
Specific Knowledge / Skills / Abilities	Strong writing and editing skills, with the ability to produce clear, accurate and engaging content in plain English	Essential	X	X	X	
	Good organisational and coordination skills, with the ability to manage multiple tasks and priorities effectively	Essential	X	X		
	Ability to work collaboratively with content owners and subject matter experts to gather and publish content	Essential	X	X		
	Good interpersonal and communication skills, with the ability to build effective working relationships at all levels	Essential	X	X	X	
	Familiarity with SEO best practices and web accessibility standards (e.g. WCAG 2.1)	Desirable	X	X		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment				
			A	I	T	D	
	A proactive, can-do attitude with the ability to work independently and take ownership of tasks	Essential		X	X	X	
	Knowledge of the Higher Education sector	Desirable		X	X		
Additional Requirements	Resilient and adaptable, with the ability to manage changing priorities in a fast-paced environment	Essential		X	X		

\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence