



Helpdesk Report: Senior Project Administrator

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Senior Project Administrator

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Senior Project Administrator.

2.1.1. Official earnings data

The data provided below is based on the Government’s latest Annual Survey of Hours and Earnings (ASHE), for April 2017. This survey, conducted by the Office for National Statistics, provides a snapshot of earnings each April and is based on a 1% sample of National Insurance numbers. ASHE is considered a reliable source of official earnings data.

The following table details the median and average UK gross annual pay for full time employees in the closest-matched occupational category. It also provides information on the annual percentage change which can be an indicator of labour market pressures.

Annual pay - Gross (£)¹ - For full-time employee jobs: United Kingdom, 2017

Description	Code	No. of jobs (000s)	Median £	Annual percentage change %	Average £	Annual percentage change %
Administrative occupations: Government and related organisations	411	170	24,495	4.0	25,798	4.8
Finance officers	4124	13	24,717	-0.3	30,112	3.0

Source: Table 14.7a, ASHE 2017.

2.1.2. Recruitment data

The data in this section is based on analysis of recruitment salaries for the role in question. It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

Project Management Office Analyst/Coordinator, Wales (all sectors)

	Range £pa	Typical £pa
PMO Analyst/Coordinator	25,000-38,000	36,000

Source: Hay Salary and Recruiting Guide 2018.

¹ Gross pay excludes bonuses but includes basic pay, shift premium payments, overtime pay, paid leave, maternity pay, sick pay and other pay.

2.1.3. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Senior Project Administrators in the NHS would typically be employed on either Band 5 or 6 and the current salary ranges are between £23,023-£29,608 and £28,050-£36,644 a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,326 and a maximum payment of £6,663;
- Outer London – 15% of basic salary, subject to a minimum payment of £3,659 and a maximum payment of £4,664;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,000 and a maximum payment of £1,733.

2.1.4. IDR data

The following tables contain data from IDR Pay Benchmarker, our internal database of salary information. This data has been collected by IDR directly from employers and employee bodies through surveys and data collection for the IDR Pay Benchmarker service.

Administration job family, all sectors, Wales job level 5²

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 5	43	£23,615	£24,960	£27,945	£26,261

Source: IDR Pay Benchmarker.

² Refers to the IDR Job Level. These typically cover the following: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior director/chief executive.

Administration job family, all sectors, Wales job level 6³

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 6	25	£29,540	£31,048	£32,970	£31,556

Source: IDR Pay Benchmarker.

Administration job family, Wales, job level 5 – sector breakdown

Sector/industry	Salary count	Company count	Lower quartile	Median	Upper quartile	Average
Manufacturing & primary	8	5	-	£29,414	-	£30,586
Private sector services	14	11	£23,241	£27,520	£31,594	£27,810
Public sector	37	20	£23,583	£24,600	£25,957	£24,823
Not-for-profit & related services	12	7	£24,606	£27,105	£29,669	£27,188

Source: IDR Pay Benchmarker.

Administration job family, Wales, job level 6 – sector breakdown

Sector/industry	Salary count	Company count	Lower quartile	Median	Upper quartile	Average
Manufacturing & primary	1	1	-	-	-	£29,900
Private sector services	10	9	£31,306	£32,740	£34,049	£34,471
Public sector	17	14	£28,353	£30,496	£32,418	£29,920
Not-for-profit & related services	1	1	-	-	-	£37,523

Source: IDR Pay Benchmarker.

2.2. Commentary

There has been increased demand for project and programme roles over the last few years and we expect demand to continue in to 2019.

³ Refers to the IDR Job Level. These typically cover the following: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior director/chief executive.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1. Data and summary

Project officer/manager, higher education – advertised positions summary

Minimum		Maximum	
Average	£27,526		£30,454

Project officer/manager job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Location	Extras
AC74	The Wellcome Trust	Project Support Officer	£30,000	£33,000	Full Time	London	-
AC342	University of Essex	Project Administrator	£21,585	£24,983	Part Time	Colchester	-
AC401	University of Kent	Assistant Project Manager, Student Success Project	£33,518	£38,833	Full Time	Canterbury	-
AC424	Fast Forward	Project Officer (Gambling Education & Prevention Programme)	£25,000	£25,000	Full Time	Edinburgh	-

3.2. Job advertisements

The following pages present the job advertisements for the above vacancies.



Project Officer (Gambling Education & Prevention Programme) - 3 Posts

Fast Forward

Location:	Edinburgh	Placed On:	16th August 2018
Salary:	£25,000 per annum	Closes:	17th September 2018
Hours:	Full Time		
Contract Type:	Fixed-Term/Contract		

Apply

Status: 3 full time posts, fixed-term contract for 3 years (subject to 6 months' probation period)

Fast Forward has been awarded funding by GambleAware to further develop our existing Gambling Education programme, which has been promoting youth gambling education and prevention across Scotland since 2016. This project adopts a training the trainers' approach, while developing resources that professionals can use in a range of education and health settings.

This 3 years fixed-term project will develop tailored approaches to the following 5 sectors:

- Informal education sector
- Youth employability sector
- Formal education/secondary schools sector
- Further and higher education sector
- Parents and carers sector.

The work of the Project Officers will include partnership building with national organisations, the development of a Gambling Education Network and the further development of the online Gambling Education Toolkit.

Organisation profile

Fast Forward is a national voluntary organisation based in Edinburgh. We promote health through education by, with and for young people.

Application notes

An application pack is available for download above.

Please complete all sections of the application form and return it to admin@fastforward.org.uk or by post to the Chief Executive, Fast Forward, 4 Bernard Street, Edinburgh, EH6 6PP **by 12noon on 17th of September 2018.**

Please note that interviews will be held in Edinburgh during the week commencing 24th of September.

Closing: 17th September 2018, 12noon

Website: <http://www.fastforward.org.uk/>

Advert information

Type / Role:

Academic or Research

Subject Area(s):

Health & Medical

Medicine & Dentistry

Psychology

Social Sciences & Social Care

Social Work

Other Social Sciences

Education Studies (inc. TEFL)

Education Studies

Location(s):

Scotland



Assistant Project Manager, Student Success Project

University of Kent - Academic Division

Location:	Canterbury	Placed On:	15th August 2018
Salary:	£33,518 to £38,833	Closes:	2nd October 2018
Hours:	Full Time	Job Ref:	REG1301
Contract Type:	Fixed-Term/Contract		

[Apply](#)

Are you a qualified project manager with knowledge of and an interest in equality, diversity and inclusion practices?

This three year position at the University of Kent will see you involved in our Student Success Project, making a key contribution to our vision of reducing educational attainment gaps.

You will work with and support the Project Manager to ensure the continued development of the Student Success project, overseeing communication between the various academic schools, departments and the steering/working groups.

As Assistant Project Manager you will:

- Co-ordinate and manage project tasks, including monitoring and evaluation of initiatives.
- Manage the central support to academic schools in planning Student Success interventions to ensure optimum engagement and outcomes, particular among under-represented groups.
- Support institutional research, including working with the Project Researcher on focus groups and interviews and managing the programme of seminars, conferences and speaker events.
- Develop relationships with other higher education institutions and manage communications to keep stakeholders informed of the project progress.

To succeed in this role you will need:

- A project management qualification.
- Sound experience of monitoring and evaluating projects.
- Experience of managing staff.
- Excellent verbal and written communication skills.
- Attention to detail and the ability to work to tight deadlines.

If you have the skills and experience we are looking for, this is a great opportunity to develop your career in a unique environment that offers excellent benefits and training.

The **Student Success (EDI) Project** is an institutional research project investigating student attainment and retention.

The **Partnership Development Office** is responsible for supporting the implementation of the University's

The Partnership Development Office is responsible for supporting the implementation of the University's widening participation strategy and for developing partnerships in the region, with a particular focus on sub-regional partnerships, in support of this strategy.

The **University of Kent** is a distinctive and attractive place to work. We employ over 6,000 staff, including academic and research staff and a full range of commercial services and administration staff. Our stunning main campus in Canterbury is within walking distance of the city centre, in a beautiful parkland setting overlooking the Cathedral. The University received top ranking in the THE Best University Workplace Survey for two years running and in our 2017/2018 staff survey, 94% agreed that Kent is a good place to work.

Further Information

Closing date for applications: 2 October 2018

Interviews are to be held: 17 October 2018

Please click the apply button to view the full job description and also to apply for this post. If you require further information regarding the application process please contact The Resourcing Team on jobs@kent.ac.uk quoting ref number: REG1301.

Please note - applications must be made via the University's online application system. You will be required to fill in the main details section of the application form as well as upload your CV and a cover letter. Your cover letter should clearly and explicitly address the requirements of the Person specification and you should provide clear evidence and examples in your application which back-up any assertions you make in relation to each criterion. We recommend a maximum of 4 x A4 sides for this document.

CVs or details sent directly to the department or via email cannot be considered.

Advert information

Type / Role:

Professional or Managerial

Subject Area(s):

Administrative

Student Services

Location(s):

South East England



Project Administrator

University of Essex - The Human Rights Centre

Location:	Colchester	Placed On:	10th August 2018
Salary:	£21,585 to £24,983	Closes:	23rd August 2018
Hours:	Part Time	Job Ref:	REQ01715
Contract Type:	Fixed-Term/Contract		

Apply

School of Law / Human Rights Centre

Ranked 47th in the law subject section in the 2018 Times Higher Education World University Rankings, at Essex Law School we take excellence in research and excellence in education equally seriously. New academic staff are supported to become fellows of the Higher Education Authority and we champion research-led education, where teaching is informed by research and students develop research skills.

The Human Rights Centre, based within the Law School are looking for a highly organised and proactive individual to join the team in the role of Project Administrator, The Human Rights, Big Data and Technology Project.

Duties of the Role

As a key member of the team, the post holder will support the day-to-day operations and activities of the Human Rights, Big Data and Technology Project, which is housed at the University's Human Rights Centre and you will be responsible for undertaking all administrative aspects of the Project.

Responsibilities will include organising project travel, processing and co-ordinating grant finances, managing the projects inboxes, proof-reading submissions and other publications and planning and delivering various events.

Skills and qualifications required

The successful candidate will be educated to A-Level standard or equivalent and will have experience of working as an administrator in any context as well as experience of liaising with stakeholders or working in an externally facing role.

You will have excellent communication and interpersonal skills with an ability to work independently, self-motivate and take initiative. For the full skills, experience and qualifications required, please see the job specification attached.

This role will form part of a job share arrangement with another Project Administrator who works for 15 hours a week, over two days. Please note that continuation of a job share arrangement is dependent on there being two people available to undertake the arrangement.

At the University of Essex internationalism is central to who we are and what we do. We are committed to being a cosmopolitan, internationally-oriented university that is welcoming to staff and students from all countries and a university where you can find the world in one place.

Please use the 'Apply' button to read further information about this role including the full job description and person specification which outlines the full duties, skills, qualifications and experience needed for this role. You will also find details of how to make your application here. Our website <http://www.essex.ac.uk> contains more information about the University of Essex. If you have a disability and would like information in a different format, please telephone (01206) 874588 / 873521 / 873461.

Advert information

Type / Role:

Clerical

Subject Area(s):

Administrative

Location(s):

South East England



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Project Support Officer

The Wellcome Trust - Health and Medical

Location: London
Salary: £30,000 to £33,000 per annum
Hours: Full Time
Contract Type: Permanent
Placed on: 13th July 2018
Closes: 29th July 2018
Job Ref: 399BR

Wellcome Trust are currently looking for a Project Support Officer to join our Science Division. This individual will work closely with the co-coordinating Head within the Science Division, managing and supporting project work across the Science Knowledge Teams.

About the job

To succeed in this role, you will:

- Overseeing, planning and co-ordinating a portfolio of projects and activities that support the Co-ordinating Head for the Knowledge Teams and deliver on cross-cutting activities led by the Co-ordinating Head, preparing project scopes, setting up project teams and managing project delivery.
- Managing our programme of community engagement meetings including the coordination and delivery, review and evolution, of Researcher Meetings, Fellows Meetings, and other cross-cutting meetings e.g Centre Directors meetings, APP Director meetings, subject specific meetings
- Leading on the co-ordination and delivery of a programme of Portfolio Reporting across Knowledge Teams,
- Supporting the work of the Co-ordinating Head in maintaining oversight of the whole Science Portfolio and developing mechanisms for collectively capturing and sharing opportunities for new strategic initiatives on a regular basis
- Acting as secretary to meetings of the Knowledge Team Heads including preparing agendas and paperwork, taking minutes and ensuring that actions are completed
- Co-ordinating project activity, and monitoring and tracking progress to ensure that important deadlines are met;

- Co-ordinating the preparation of nominations for prizes and awards
- Engaging effectively with key stakeholders both within the division and in other departments across Wellcome to ensure effective delivery of project work and that relevant staff are kept updated on progress.
- Engaging with colleagues to maintain awareness of the Science portfolio

About you

To succeed in this role, you'll need to have:

- Ability to develop effective working relationships and work well in a team to achieve results.
- Proactive and self-motivated
- Adaptable, efficient and collaborative approach to work.
- Output focussed with a flexible attitude to change.
- Tactful and diplomatic
- Methodical and well organised approach to work with a strong attention to detail.
- Positive attitude
- An active interest in learning new skills/technologies and applying them.
- Team player
- Flexible and professional attitude to work.

Background / Experience:

- Significant relevant experience of project planning and delivery
- Work experience gained within a scientific or health related field, academic research environment or equivalent
- Experience of coordinating the work of members from several different teams

Skills:

- Excellent organisational skills.
- Ability to work effectively on multiple projects in parallel, and to manage competing priorities and demands.
- Highly IT literate including Microsoft Office products.
- Good communication skills - ability to communicate effectively and confidently both in writing and verbally.
- Good interpersonal and team skills including the ability to work effectively in a matrix structure

Education and Qualifications

- A-Level or Equivalent

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Advert information

Type / Role:

[Academic or Research Professional or Managerial](#)

Subject Area(s):

[Health and Medical](#) [Medicine and Dentistry](#) [Biological Sciences](#) [Biology](#) [Administrative PR, Marketing, Sales and Communication](#)

Location(s):

London

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