



SQE Programme Office Administrator

Location: London, Highbury Islington, Spring House

Reports To: SQE Programme Manager

Direct Reports: NA

Primary Objectives:

- To provide administrative assistance for Programme Manager, Contract Manager and SQE programme team
- To assist in the administrative duties for running SQE programme
- Assist in the tracking of RAID log, plans, regular reporting for internal & external stakeholders
- Assisting SQE Programme project managers, business analyst and other SQE stakeholders in the management and control of programme related information
- Working with appropriate Kaplan teams, sub-contractors and other stakeholders as and when needed
- Monitor and assist in formal contractual reporting on a monthly or as and when required
- Develop and maintain appropriate programme and project documentation for the benefit of internal/external stakeholders within the programme
- Develop productive working relationship with stakeholders and consult regularly to ensure they remain engaged and informed

Essential Skills and Competencies:

Planning & Organisational

- Manage data and information from multiple sources across full lifecycle of projects and programme
- Create reports, retain and update documentation in a timely manner
- Competent in evaluating and identifying project information and raising awareness to programme manager and other stakeholders as appropriate
- Ability to take initiative and facilitate solutions to business problems
- Effectively work with remote teams
- Self-starter and self-organiser and customer / end user delivery focused
- Strong multi-tasker
- Supports team delivery of full implementation and solution adoption
- Competent in minute-taking and recording meeting outcomes or actions



Person Specification:

- 3 years' experience in working within project delivery and or administration of projects, programme office environments
- Able to influence stakeholder decisions
- Strong communication skills – both written and verbal
- Team player and able to work collaboratively with and through others
- Solid interpersonal skills
- Drive, creativity, positivity and tenacity
- Able to travel if required

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