

Postgraduate Centre Administrator

Job Ref: REQ16833

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

The home of world leading engineering, we have an international reputation for being at the forefront of technological innovation and for maintaining extensive links with industry. The School is one of the largest engineering schools of its kind in the UK, comprising 123 academic staff, 122 research staff, 215 PhD students, 30 administrative staff, 46 technicians and 17 management and specialist staff.

We aim to provide international leadership in research and innovation and an unrivalled educational experience. Our graduates, who are highly sought after, are testament to our success, helping to provide industry with the skills and knowledge to give them the competitive edge required to succeed in the 21st century. We bring together outstanding facilities, superb teaching and strong links with industry to make sure our graduates are completely ready for their future career. Enterprise is especially embedded in our programmes, including industry based individual and group projects with commercial partners, more than 66% of our undergraduates spending a year in industry, commercialisation of our graduate, post graduate and research projects and knowledge exchange activities with the public, private, third sector and government.

The vision for our research endeavours is to provide world leading engineering solutions to today's global challenges. Research grants, principally from the UK Research Councils and the EU, and extensive industrial collaborations generate annual research funds currently in excess of £10m/year and provides a portfolio at present of >£52M. In addition to holding two prestigious Queen's Anniversary Prizes for our research, we host the prestigious Sports Technology Institute and are currently home to three EPSRC national centres, for Innovative Manufacturing in Regenerative Medicine, for Innovative Manufacturing in Intelligent Automation and a Centre for Doctoral Training in Embedded Intelligence. We are also lead collaborators in an additional three EPSRC Centres for Innovative Manufacturing and another four Centres for Doctoral Training

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To provide administrative support to a group of senior academic staff within the School, including those linked to the EPSRC Centre for Doctoral Training in Embedded Intelligence (CDT-EI). This is to include providing a day to day interface with Staff and PhD students associated with the CDT-EI and enable the management of their academic progression throughout their research. To assist academic colleagues in the progressing of work associated with research being undertaken in this area through various collaborations. To provide support with Post Graduate (PG) applications processing for the CDT-EI and share responsibility with the wider PG research student applications processing in the School.

Job Duties

- To be the first point of contact for all enquiries to the CDT-EI and to direct these to the best possible source of assistance. This may also involve dealing with high profile callers (Local Government, EPSRC, Industrial Collaborators, external academics, international academic institutions).
- Maintain diaries for key staff attached to the CDT-EI and other senior academic staff.
- To act as first point of contact for PhD student applicants, working closely with the Postgraduate Research Administrator to provide a timely applications process, in liaison with the Research Student Office.
- To work collaboratively with Administrators across the University's Schools and partner Universities
- To provide advice and guidance on processes and procedures, including assessments, training, the submission of reports/ dissertations and the arrangement of viva voce examinations and travel arrangements, in liaison with external companies and academics.
- To play a significant role in the management of relationships with the existing company base and to assist in the development of future business links to support the CDT-EI's development.
- To monitor budgets and work in liaison with staff in central finance to arrange purchase orders (including consumables, stationary, material and travel & accommodation as required), studentship-related expenditure, studentships and other internal and external financial transfers.
- To establish and maintain appropriate monitoring mechanisms to track progress on deliverables linked to EU, EPSRC and TSB research project work and assist in the follow-up on agreed actions for project members
- Assist the Chairpersons in co-ordinating CDT-EI meetings and panels and assist with organisation of conferences, workshops and dissemination events. Maintain databases and documentation relating to CDT-EI participants, Operations, Academic and Steering groups and external contacts. To make arrangements for refreshments and accommodation for visitors to the institution. To make arrangements for meetings when these are organised offsite (e.g. Summer Schools, Away Days, etc.)
- Receive and distribute reports, manuscripts and official research council requests for reports and data on behalf of the group and to liaise directly with external contacts in funding organisations and other HE Institutions.
- Attend and take minutes at group meetings and to act as a conduit for papers submitted from internal and external sources; transcribe and circulate minutes and meeting papers in a timely manner.
- Establish and maintain meticulous and secure electronic record systems for data in compliance with agreed timescales.
- Ensure full compliance with University policies and procedures including Data Protection and Freedom of Information.
- To fully engage with the School's PDR process and to undertake any training and development opportunities identified through this process that will enhance the team's ability to provide excellent service. To participate in school-wide based development sessions arranged by the School Administration Manager and Operations Manager.
- To remain open to providing support in any area of the wider School in response to business needs and when requested by the School Administration Manager, or Operations Manager; to ensure that key services are maintained at all times; to assist other members of staff during peak periods in the academic cycle

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All Administrative Staff will be expected to support and attend key events such as School visit days and Saturday University Open Days, on a rotational basis.

Annual leave requests will be restricted at key points in the academic calendar, and will be approved subject to the needs of the business.

This job description is an indication of the duties associated with this role, but there will be an expectation that the post-holder will undertake further duties as required, in line with business needs. It is expected that annual leave will be arranged to fit with the requirements of the role and the activities taking place in the wider team.

Organisational Responsibility

Reports to: PG Programmes Officer and CDT-EI leadership team

Responsible for: None

Other

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Good experience of working as an administrator, in an HE academic department/school environment, preferably supporting Postgraduate Research Students	1,3
	Experience of financial record keeping and applying financial procedures	1,3
	Experience of advising others in a variety of situations that require and appreciation of the UK HE system, including regulatory advice	1,3
Skills and abilities	Professional with excellent interpersonal and organisational skills	1,3
	Strong team player with the ability to exercise initiative.	1,2,3
	Proven ability to prioritise and deliver to tight deadlines	1,2,3
	Flexible and able to adapt to changing requirements	1,3
	Able to demonstrate discretion and observe confidentiality	1,3
	Excellent IT skills including Microsoft Office Suite and the use of databases	1,2,3
	Ability to work to a high level of accuracy	1,2,3
	Working knowledge of data backup and archiving systems and operation	1,3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	3
	Demonstrate an ongoing commitment to personal development	3
Qualifications	Educated to at least 'A' Level or equivalent standard Including GCSE in English and Maths (or equivalent)	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working directly with students	1,3
	Knowledge of data protection	1,3
	Previous experience of producing marketing and PR materials	1,3
Skills and abilities	Personal awareness of the changing HE environment	1,3
	Knowledge of data protection	1,3
	Ability to rapidly develop new IT skills, as required	1,3
	Knowledge and use of social media	1,3

Conditions of Service

The position is a 0.8fte, FIXED TERM contract for 60 months in the first instance. Salary will be on Administrative Services Grade 4, (£19,485- £23,164) pro rata per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>). In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see: <http://www.lboro.ac.uk/services/hr/athena-swan/>.

Informal Enquiries

Informal enquiries should be made to Mr Richie Emerson-Wood, Postgraduate Programmes Officer, by email at R.J.Emerson-Wood@lboro.ac.uk or by telephone on +44 (0)1509 27646 or Dr Donna Palmer, Centre Manager, by email D.J.Palmer@lboro.ac.uk or by telephone on +44 (0)1509 227688.

Applications

The closing date for receipt of applications is **Sunday 11th December 2016**.