

## Postgraduate Research Administrator

Job Ref: REQ211328

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

### Job Description

#### Job Grade

Administrative Services Grade 5

#### Job Purpose

To work within the LU London administrative support team to provide support for

- Postgraduate Research Students
- General Administration

To work with the Associate Dean (Research) and the Doctoral College Office (DCO) to take responsibility for all aspects of administrative support for Loughborough London research programmes in all Institutes. To work under the guidance of the DCO and Associate Dean (Research) developing systems and processes, maintaining student records, and ensuring all university regulations and processes are adhered to. The post-holder will be expected to take a proactive approach to ensuring best practice in relation to the PGR student experience by keeping abreast of developments in key external agencies, and by benchmarking with the sector. This busy and responsible role involves daily communication with academic staff, the DCO, and potential applicants. A flexible and responsive approach to the demands of the team and academic colleagues to ensure an excellent service, will be required. The post-holder will be the first point of contact for PGR students and will need to have excellent organisational skills, demonstrate good use of initiative, and the ability to multi-task. The role will also provide support to academic staff in bidding for research funds and will work with the School Operations director to effectively manage the studentship budget.

#### Job Duties

##### *Postgraduate Research Students*

1. Liaising with the University's Doctoral College Office (DCO) and the PG(R) Admissions Tutor(s), to be responsible for processing PG(R) student applications, following up all supporting documentation such as references, and circulating applications to appropriate academic staff.
2. To be responsible for ensuring that PG(R) applications are dealt with in a timely manner and to provide appropriate guidance to academic staff on the admissions process.
3. To be the first point of contact for all queries from PG(R) applicants, current PG(R) students and the DCO and to be pro-active in maintaining contact with applicants prior to the commencement of their studies.
4. To assist with the preparation and processing of studentship documentation and to ensure that appropriate records are maintained and accurate.

5. To be responsible for overseeing and arranging routine review and progression meetings and *vivas*, and for collating the relevant documentation in a timely manner, ensuring they meet the requirements of the university's research degree regulations.
6. To be responsible for the organisation of the internal surveying of students to determine levels of satisfaction, and to use the results to raise actions as appropriate.
7. To maintain PG(R) records, and liaise with academic colleagues to update LUSI in respect of PG(R) progression.
8. To support the Associate Dean (Research) and DCO with preparations for quality assurance reviews in relation to PGR students, including the provision and analysis of data, ensuring compliance with all DCO regulations.
9. To undertake projects in support of research activity as required by the Associate Dean (Research) and Research School Office.
10. Liaison with academic colleagues and the DCO to ensure the timely appointment of relevant examiners.
11. To provide advice and guidance to staff and students on matters relating to the regulations governing research degrees.
12. To prepare induction information and provide local induction to incoming London-based PGR students.
13. To provide support to research grant holders both pre and post award, working in conjunction with the Research office. This would include advice on "open access" REF compliance.
14. To work with staff in ensuring that LU London's REF return is effectively managed.
15. To support staff making bids for research funds, directing them to appropriate colleagues within the university as appropriate.

### ***Business Administration***

1. Using the Agresso Finance System - to be responsible for all day-to-day School business administration as a Designated Department Person (DDP) for all financial activities relating to research.
2. To be the first point of contact for all queries associated with financial transactions related to research.
3. To maintain appropriate research financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
4. In conjunction with School Operations Director, to proactively monitor the studentship budget.
5. To assist academic colleagues with costing for, and monitoring of, expenses related to research grants and conferences hosted in the School.
6. To be responsible for the administration and delivery of research-related financial information and advice to staff in the School.

### ***General Administration (to be added to all roles)***

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students, academic staff, external organisations and other University Colleagues.
2. To provide cover and support for other colleagues at busy times and in cases of absence, to undertake such duties and responsibilities as are commensurate with the grade and nature of the post.
3. To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the School Operations Director and the relevant line manager.

### **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 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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the School Registrar

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Previous relevant experience of working in a busy office environment within the Higher Education sector. (1,3)	1,3
	Demonstrable experience within a post graduate student or other customer- focussed environment. (1,3)	1,3
	Significant experience of operating audit processes and establishing and maintaining accurate electronic records. (1,3)	1,3
	Experience of working individually and as part of a team. (1,3)	1,3
	Significant experience of using professional financial management systems (e.g. Agresso)	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment. (1,3)	1,3
	Able to work under pressure and keep to deadlines. (1,3)	1,3
	Able to plan, prioritise and work independently with minimal supervision. (1,3)	1,3
	Excellent interpersonal, organisational, oral and written communication skills. (1,3)	1,3
	Able to deal with a variety of people in a professional manner. (1,3)	1,3
	Working knowledge of visa and immigration regulations	1,3
	Able to work with accuracy and attention to detail. (1,2,3)	1,3
	Significant experience of complex record keeping and data analysis; including the production of detailed reports using tools such as spreadsheets and databases	1,3
	Able to maintain confidentiality. (1,3)	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management (1,2,3)	1,3
	Ability to plan ahead effectively and work independently without direct supervision	1,3

Qualifications	Relevant degree eg Business Studies or equivalent experience	
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### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with a University research office or with PG (R) students	1,3
		1,3
Skills and abilities	An understanding of Loughborough specific systems such as LUSI and LEARN	1,3
Qualifications	Post graduate degree in relevant subject eg Business Studies	1,3

### Conditions of Service

The position is **Full-Time 12 MONTH FIXED TERM**. Salary will be on Administrative Services **Grade 5 £25,627 - £30,497 plus £3,252 London allowance per annum**, at a starting salary commensurate with experience and confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational Services and Administrative Services, 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 offer an interest free Season Ticket loan (paid yearly and recoverable monthly through salary) and access to a corporate Gym membership with GLL.

In addition, the University is supportive, wherever possible, 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/>

### Applications

The closing date for receipt of applications is **3<sup>rd</sup> January 2022**. Interviews are due to take place on the **12<sup>th</sup> January 2022**.