

Administrator - Postgraduate Research

Job Ref: REQ240268

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools. It is home to around 250 academic and research staff, 80 professional staff, 1950 undergraduate students, 180 postgraduate MSc students and 160 research students.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To work within the Wolfson School of Mechanical, Electrical & Manufacturing Engineering Postgraduate Research (PGR) Team to provide administrative support for Postgraduate research students and all related events and activities.

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.

Job Duties

General Research Administration

1. To assist with the effective coordination and delivery of all School PGR administration identified in conjunction with the School Associate Dean for Research and Innovation (ADR(I)) and Director of Doctoral Programmes (DDP).
2. To assist the ADR(I) in delivering the School's Research Strategy providing information and reports on all PGR issues as required.
3. To liaise with the Doctoral College Office (DCO) and Academic supervisors to assist the progression of all PGR applications including those with collaborative funding.
4. To attend Doctoral Research Administrator Network meetings (DRA-NET) and actively contribute to improve systems and processes discussed at these meetings.
5. To provide support to academic PGR Supervisors as required on all PGR related issues, liaising with the Doctoral College Office where required.
6. Other duties as required in support of research.

Postgraduate Research Students

1. Assist with the processing of PGR student applications and supporting documentation.
2. Deal with queries from applicants, current PGR students, the DCO, and make contact with applicants prior to the commencement of their studies.

3. To assist in the preparation and processing of studentship documentation and to ensure that appropriate records are maintained and accurate.
4. To assist with the arranging, recording and reporting of annual review and progression meetings and for collating the relevant documentation in a timely manner.
5. To complete all PGR attendance monitoring and compliance processes for the School, ensuring records are maintained and updated in a timely way.
6. To maintain PGR records and liaise with academic colleagues to update LUSI in respect of PGR progression.
7. To assist with the studentship allocation meetings.
8. To assist with the update of PGR handbooks, and administration for all PGR induction meetings and events.
9. Contribute to PGR promotional advertising, marketing and recruitment activities.
10. Work with Supervisors and DDP to coordinate and facilitate pastoral care for PGR students.

Other

1. To assist with the organisation of the annual PGR conference.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff but may also include external organisations.
2. To undertake general clerical duties as required.
3. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.
6. Providing general administrative support including minute taking as required.

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.

Points To Note / Special Conditions

The School's 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.

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Organisational Responsibility

Reports to Postgraduate Programmes Manager

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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a student or other customer- focussed environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The position is PART TIME 0.8FTE and FIXED TERM for six months. Salary will be on Administrative Services job family grade 4 (£23,700 - £27,181), 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>.

The University offers a wide range of employee benefits which can be found [here](#).

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, 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/>