

## DOCTORAL RESEARCH OFFICER

Full-time (37 hours per week); Open-ended contract

Job Ref: REQ240346

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an [Athena Swan Silver Award](#) since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science and to improving career progress for female academics. The School is committed to ensuring that female students and staff are able to achieve their full potential; and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches where needed to enable meetings to be held between 10am and 4pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and developing a sense of community within the School.
- Extra mile award which recognises the above and beyond contributions of staff from all job families and research students.

We welcome applications from those looking to work part-time.

### Job Description

**Job Family & Grade:** Administrative Services Grade 5

**Job Purpose:** To manage the administration and space environment associated with the School's Doctoral Researcher population; working closely with colleagues from the Doctoral College Office (DCO), the School's Associate Dean (Research and Innovation), and Director of Doctoral Programmes to deliver excellent and individualised customer service.

To oversee the provision of management information related to Doctoral Research; including the analysis and subsequent action planning associated with the annual Postgraduate Research Experience Survey (PRES) and the progression of relevant Athena SWAN actions and to undertake budget management activity related to Doctoral Researcher project, travel and viva costs.

To build relationships with our doctoral researcher and academic staff community through visits to study spaces, attendance at coffee mornings and drop-in sessions. Finding solutions to any issues raised and improving communication of relevant policies, procedures and information.

## **Job Duties**

Working with the School's Research and Innovation Support Manager and overseeing the School's Research Administrator, to manage all matters associated with Doctoral Research administration and related management information and development work.

### ***Doctoral Research Administration***

- To manage the administration associated with the School's Doctoral Researcher population, including the applications, admissions, progression, and viva/graduation processes.
- To manage the School's PGR funding position and annual renewals, including:
  - Monitor the Authorisation of Award allocations and liaise with the DCO to process studentship awards.
  - Maintaining School financial data in relation to available funding from School, Doctoral College and external industry funding.
  - Managing the School's annual studentship allocation and liaise with DCO to produce studentship offers.
  - Managing monthly studentship renewals via the Research and Innovation Support Manager, and take any follow-up actions regarding funding sources for studentships.
- To act as first point of contact to academic staff and Doctoral Researchers to provide advice and guidance on welfare and regulatory issues as and when they arise. To handle complaints, should they arise, from Doctoral Researchers and resolve issues where possible, referring more serious issues to the Research and Innovation Support Manager.
- To oversee the work of the Doctoral Research Administrator with regards to administration of student attendance monitoring to ensure compliance with UKVI legislation. To support academic staff in the upkeep of Co-Tutor to record contact meetings and engagement from Doctoral Researchers.
- To act as the Secretary to the School's PGR Committee and to represent the School as an active member of the Doctoral Research Administrator Network (DRA Net)
- To manage the School's Doctoral Researcher desk space environment and community, including liaising with the School's DR reps to discuss any issues/developments and pro-actively find solutions

### ***Management Information and Doctoral Research Development***

- To be responsible for the provision of management information to the School's SLT in respect of Doctoral Research activity, including EDI, supervision, progression and completion data.
- To provide the ADRI and DDP with timely and effective management information. To act as a first point of contact for staff in the DCO requiring information, or data returns, and to liaise with academic supervisors when appropriate.
- To take responsibility for the organisation of key Doctoral Researcher events within the School, such as induction programmes and the annual PGR conference. To attend these events and pro-actively network with our doctoral researchers and academic community.
- To analyse the results of the annual PRES survey and work with the DDP to implement projects based on the findings.
- To manage the SSEHS Doctoral Researcher newsletter and co-ordinate the distribution of information to Doctoral Researchers, via appropriate channels.
- To progress and manage Athena SWAN actions related to Doctoral Researchers within the School.

### ***Doctoral Research Finance***

- To manage the process for annual bench fee invoicing, including setting up of new 'S' codes for new starters and communicating these with supervisors in a timely manner.

- To manage and monitor budgets related to Doctoral Researchers (PGR projects, conference travel, and viva costs).

### **General Administration**

- To respond to enquiries received in person, by telephone or email, and take appropriate action. This will include dealing with students and parents, academic staff, external organisations and other University colleagues.
- To provide cover and support 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.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the School's Head of Operations 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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

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

### **Organisational Responsibility:**

Reports to the Research and Innovation Support Manager.

Oversees the Doctoral Researcher work undertaken by the Doctoral Research Administrator (1.0 FTE, AD4).

## 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
- 3 – Interview

### ESSENTIAL

Area	Criteria	Stage
<b>Experience</b>	Extensive experience of working as an administrator, in an HE academic department/school environment, preferably supporting Postgraduate Research Students	1,3
	Experience of dealing with students from a variety of backgrounds in supportive and inclusive manner	1,3
	Experience of advising others in a variety of complex and difficult situations, including regulatory advice	1,3
<b>Skills and abilities</b>	Professional with excellent customer focus	1,2,3
	Excellent interpersonal and communication skills	1,2,3
	Excellent organisational skills, with the ability to prioritise work effectively	1,3
	Able to plan, prioritise and work independently with minimal supervision	1,3
	Proactive, flexible, reliable, and discreet	1,3
	Proven ability to deal with work pressure effectively	1,3
	Ability to work to a high level of accuracy	1,2,3
	Demonstrable ability to use own initiative	1,3
	Excellent practical IT skills (Microsoft Office, Excel) and databases	1,2,3
<b>Training</b>	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	1,3
	Demonstrate an ongoing commitment to personal development	1,3
<b>Qualifications</b>	A level education or substantial relevant experience	1
	GCSE Grade C or equivalent in English and Mathematics	1
<b>Other</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	3

### DESIRABLE

Area	Criteria	Stage
<b>Experience</b>	Experience of applying Data Protection	1,3
	Experience of budget management	1,3
<b>Skills and abilities</b>	Ability to review, develop and implement new or existing processes	1,3
	Knowledge of Loughborough University IT systems, eg, LUSI, Learn, Agresso, CMIS, and Co- Tutor	1,3

## Conditions of Service

This full-time post is offered on an open-ended contract within the Administrative Services job family at Grade 5 (£27,979 - £32,982 per annum); starting salary to be agreed upon offer of appointment.

The appointment will be subject to the University's normal [Terms and Conditions of Employment](#) for staff employed at Grade 5 and below.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of [family-friendly policies](#).

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: [Childcare Support](#)).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We 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.

Loughborough University is committed to allowing its employees to work [dynamically](#) with a combination of working on campus and remotely, where possible. This has been identified as a role that could work dynamically and, if successful, your line manager will discuss these informal arrangements with you. Please note that there is an expectation that the successful candidate will spend the majority of their time (at least 60% of the working week) working on the Loughborough campus.