



DOCTORAL RESEARCH ADMINISTRATOR

Full-time 1.0 FTE (37 hrs per week); Open-ended contract

Job Ref: REQ240347

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 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 and Grade: Administrative Services Grade 4

Job Purpose: To support the Doctoral Research Officer with the running of doctoral researcher activities within the School and to provide support with administrative processes related to doctoral researcher recruitment and progression.

Job Duties:

Doctoral Researchers

1. To co-ordinate doctoral researcher events, including booking facilities and catering. This will include (but is not limited to) School Inductions, the Annual Conference, Doctoral Researcher Coffee Mornings, post-viva celebration events and Supervisor drop-in sessions.
2. Support the recruitment of new doctoral researchers through chasing and processing key documents such as references, as requested.
3. Co-ordinate arrangements for new doctoral researchers at each intake. Including:
 - Liaising with the Doctoral Research Officer and IT services to provide laptops and lockers for all new doctoral researchers.
 - Ensuring new doctoral researchers are added to the online leave system and have swipe card access to the relevant spaces.

- Adding web profiles for doctoral researchers to the website.
 - Administration of communications, such as adding new doctoral researchers to the relevant research theme Teams channels.
4. Keep updated plans for each SSEHS doctoral researcher study space, progressing the creation of new spaces in liaison with the Doctoral Research Officer as appropriate.
 5. Support the Doctoral Research Officer with Progress Boards, chasing supervisor and independent reviewer paperwork, and processing decisions.
 6. To carry out 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.
 7. Provide administrative assistance to the Director of Doctoral Programmes (DDP) and Doctoral Research Officer with the creation of the monthly doctoral researcher newsletter.
 8. Provide administrative support to the School DDP, as required.
 9. Attend the university-wide Doctoral Researcher Administrators Network (DRAnet) and the School Doctoral Researcher Committee meetings.

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 will also include external organisations and parents.
2. To support the Research and Innovation Support Manager the organisation of the Athena Swan staff coffee mornings and the STAR awards.
3. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
4. 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.
5. To ensure compliance with relevant University policies and procedures.
6. 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.

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	
	Experience of organising events and meetings.	1,3	
	Experience of dealing with students from a variety of backgrounds in supportive and inclusive manner.	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	
	A commitment to observing the University's Equity, Diversity and Inclusion policy at all times	3	

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	1,3

	Protection Act, Freedom of Information etc.	
	Able to take Minutes.	1,3

Conditions of Service

This full-time post (1.0 FTE) is offered on an open-ended contract. The salary will be within the Administrative Services job family at Grade 4 (£23,700 - £27,181 per annum); 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 staff employed on Grade 5 or under.

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

The University offers a wide range of [employee benefits](#).

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 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.

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