

## DOCTORAL RESEARCH OFFICER

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

Job Ref: REQ240901

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 have held 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 progression 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 10.00am and 4.00pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and develop a sense of community within the School.

We also welcome applications from those staff who are looking to work part-time.

### Job Description

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

**Job Purpose:** To work within the School of Sport, Exercise and Health Sciences administrative support team to provide support for Postgraduate Research Students (Doctoral Researchers) and general administration.

Working closely with colleagues from the Doctoral College Office (DCO), the School's Associate Dean for Research and Innovation (ADR&I) and the Director of Doctoral Programmes (DDP) to deliver excellent and individualised customer service and manage the day-to-day administration of the School's provision of postgraduate research/PhDs. This includes PGR recruitment, administration and events to build the doctoral research community within the School including all aspects of studentships.

#### Job Duties:

- To process applications, which includes checking qualifications, gathering information for admissions criteria, requesting references, liaise with prospective students and identifying an appropriate supervisor, so that the DDP can make informed decisions.

- To assist with the advertising, preparation and processing of studentship documentation and to ensure that appropriate records are maintained and accurate.
- To be responsible for PGR student induction arrangements, including student handbooks, and liaising with School colleagues regarding key and desk allocations.
- To maintain the School's LEARN and website pages, ensuring content is up to date and relevant for students and visitors, as required.
- To create the monthly SSEHS Doctoral Researcher newsletter and co-ordinate the distribution of information to Doctoral Researchers, via appropriate channels.
- To process and record all PhD registrations, to populate and maintain the student information database and provide the necessary information for the Senior Leadership Team to make informed decisions on recruitment and funding.
- Responsibility for the School's PGR funding position and annual renewals, including:
  - Monitor the Authorisation of Award allocations and work with the DCO to process studentship awards.
  - To maintain School financial data in relation to available funding from School, Doctoral College and external industry funding.
  - To coordinate the annual studentship allocations and liaise with the DCO to produce studentship offers.
- Act as first point of contact to staff and students to provide advice and guidance on admissions and registration issues as and when they arise, particularly in relation to the advertisement process, studentship competitions and specialist hardware and software requirements for new starters.
- Provide the ADR&I and DDP with timely and effective management information and to follow-up on discrepancies in a timely manner. 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 support the School Research and Innovation Support Manager with the provision of information to the School's Senior Leadership Team in respect of PGR student activity, including EDI, admissions, supervision, progression, and completion data.
- To support the School Research and Innovation Support Manager with analysis of the results of the annual Postgraduate Research Experience Survey (PRES) survey and work with the DDP and School DR Representatives to implement projects based on the findings.
- To take ownership of the organisation of key events within the School such as the Doctoral Researcher Conference, Three minute thesis <sup>TM</sup> competition, and doctoral researcher coffee mornings. Support the Research and Innovation Support manager to develop the doctoral researcher development series, and the PGR mentoring scheme.. To attend these events and pro-actively network with our Doctoral Researcher and academic community.
- To arrange, support and attend formal meetings, circulating papers and taking minutes, as requested. 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).
- Ensure full compliance with University policies and procedures including Data Protection and Freedom of Information.
- Maintain information systems such as departmental archives, student records etc, ensuring compliance with University regulations and data protection and ensuring the timely delivery of accurate information as and when required by the School.
- To remain open to providing support in any area of the wider School in response to business needs when requested to ensure that key services are maintained at all times; to assist other members of staff during peak periods in the academic cycle.

### **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.

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

### **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 policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity 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
<b>Experience</b>	Extensive experience of working as an administrator, in an HE academic department/school environment	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 discrete	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
	Demonstrate an ongoing commitment to personal development	1,3
<b>Qualifications</b>	A level education or relevant experience	1
	GCSE Grade C or equivalent in English and Mathematics	
<b>Other</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of applying Data Protection	1,3
	Substantial experience of working as an administrator in an HE setting supporting Postgraduate Research Students	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. The salary will be within the *Administrative Services* job family at Grade 5 (£28,879 - £33,882 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 equity 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.