

## School of Social Sciences and Humanities

### Doctoral Research Support Administrator

(Part-time, 22.5 hours per week; fixed term starting asap and ending 31<sup>st</sup> March 2026)

Job Ref: REQ250900

#### Job Description

**Job Grade: Administrative Services Grade 5**

#### Job Purpose

The School of Social Sciences and Humanities is seeking to appoint a highly motivated Doctoral Research Support Administrator who will provide a dynamic, professional and high-quality administrative service to help support the Doctoral Research Support Officer in supporting doctoral students and the delivery of the Midlands Graduate School Doctoral Training Partnership at Loughborough University. The postholder will also support the delivery of the School's Research & Innovation Strategy. The postholder will be required to liaise with School staff, key University Professional Services and external stakeholders at the Midlands Graduate School.

The Midlands Graduate School (MGS) is an accredited Economic and Social Research Council (ESRC) Doctoral Training Partnership (DTP). The DTP offers seventeen different training pathways that span various social science disciplines. Postgraduate studentships are awarded annually on a competitive basis across the pathways and institutions; Aston, Birmingham, De Montfort, Leicester, Nottingham, Nottingham Trent, Warwick as well as Loughborough University.

#### Job Duties

##### ***MGS DTP Administration***

1. To support the recruitment of research students, including the marketing of studentship places, and the organisation of recruitment events.
2. To coordinate the application process for the different DTP competitions: Collaborative, Joint and Open Studentships and Postdoctoral Fellowships at Loughborough University.
3. To advise prospective students and staff in Social Sciences and Humanities, as well as the other participating Schools, with the application process.
4. To organise and support local DTP events and MGS wide events, including the booking of travel, accommodation and hospitality and other required resources.
5. To regularly attend MGS DTP Management Committee meetings and other external forums/events across the region (at Loughborough or one of the seven partner institutions listed above).
6. To organise and co-ordinate DTP pathway panels, this will include the preparation of agendas, the taking and disseminating of minutes as well as ensuring that action points are followed up and completed.
7. To co-ordinate arrangements for any training that Loughborough is required to offer as part of the University's membership of the DTP.
8. To be responsible for collating and inputting new student information into the on-line electronic system used by research organisations.
9. To liaise with the central DTP administrative team to co-ordinate arrangements for student placements, annual review reports and other audits as required.
10. To support the approval and processing of student Research Training Support Grant applications (RTSG) and other funding applications with the Finance Team.

**School Research Student Administration**

1. To support the School's Doctoral Research Officer in managing support for the School's research student population. This will include processing applications, supporting progression processes and ensuring compliance with university regulations, policies and procedures.
2. To act as first point of contact to academic staff and research students to provide advice and guidance on welfare and regulatory issues as and when they arise.
3. To manage the administration of student attendance monitoring to ensure compliance with UKVI legislation; progress and liaise with the Doctoral College in respect of cases of non-attendance.
4. To co-ordinate and support the maintenance of the School's Intranet and web profiles, as appropriate.
5. To manage the School's research student desk space environment and community.

**General Administration**

1. To provide administrative support to the School's Research and Innovation Committee, including minute-taking, following up on agreed actions and completing appropriate actions which are assigned to the postholder.
2. To manage appropriate School databases that support research and innovation activities.
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 undertake general clerical duties such as photocopying, filing, scanning and binding of documents.
5. To undertake any training and development deemed appropriate for the position by the School Deputy Head of Operations and Doctoral Research Officer.
6. To ensure compliance with relevant University policies and procedures.

**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 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 Doctoral Research Officer.

## 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 within an appropriate environment.   | 1,3   |
|                      | Significant experience within a student or other customer-focussed environment.                                     | 1,3   |
|                      | Experience of dealing effectively with people in a variety of complex and difficult situations.                     | 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   |
|                      | Well-developed problem-solving skills, using initiative and judgement in more complex situations.                   | 1,3   |
|                      | Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively. | 1,3   |
|                      | Able to work under pressure and keep to competing deadlines.  | 1,3   |
|                      | Excellent interpersonal, organisational, oral and written communication skills.                                     | 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 servicing committees including writing minutes.  | 1,3   |
| Skills and abilities | Skills using relevant Loughborough University IT systems e.g. LUSI, Agresso, Co-Tutor, LEARN and CMIS.           | 1,3   |
|                      | Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information etc. | 1,3   |

## Conditions of Service

The position is part-time (FTE0.6) and fixed term for six months. Salary will be on Administrative Grade 5, £29,588 - £34,610 (pro rata) per annum, at 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 Academic and Related 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>.

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/>