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**Job Description**

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| **Job title:** | **Co-ordinator, Institute for Sustainability** |
| **Department/School:** | **Department of Chemistry/Faculty of Science** |
| **Grade:** | **Grade 6** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| The University of Bath Institute for Sustainability hosts an EPSRC-funded Centre for Doctoral Training (CDT) in Sustainable Chemical Technologies (CSCT) that trains 50 to 70 PhD students in five cohorts with 50-60 students in the Centre at steady state.  The Co-ordinator will take responsibility for Centre co-ordination together with another Co-ordinator and a Comms Coordinator, student recruitment and support, event organisation, providing dedicated support to the Directors and Coordinators, providing administrative support and financial administration for the CSCT’s and Institute’s activities.  The Co-ordinator will work closely with members of the Institute and CSCT and with relevant faculties and central departments at the University of Bath. |

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| **Source and nature of management provided** |
| University of Bath Institute for Sustainability Operations Director |

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| **Staff management responsibility** |
| None |

| **Main duties and responsibilities** |
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| **Recruitment and Admissions**   1. Draft and send out publicity and advertisements for studentships 2. Act as the first point of contact for all admissions enquiries 3. Coordinate the receipt of all student applications from the Doctoral College and the distribution to relevant supervisors and communicate with applicants 4. Maintain admissions database 5. Set up all interviews and open days for applicants, liaising with academic staff (both at Bath and partner institutions) and applicants to co-ordinate and ensure the smooth running of these days 6. Send information packs to applicants 7. Log Applications - Offers/Rejects 8. Prepare and distribute Induction packs 9. Maintain accurate filing system for recruitment/admissions 10. Manage issuing of offers to applicants, in liaison with the Doctoral College |
| **PhD support**   1. Liaise and provide effective co-ordination with external training providers and academic staff for all students’ training and workshops 2. Liaise and provide effective co-ordination with counterparts and academic colleagues at Monash University for the delivery of the Bath-Monash Global PhD Programme 3. Administration and coordination of all the Institute’s training courses 4. Ensure that all postgraduate files and records of progression are accurately maintained 5. Act as the first point of contact for all student enquiries, both academic and pastoral, signposting students to the appropriate support services when necessary |
| **Support to the Institute’s Directors**   1. Manage the meetings and appointments diaries for the CSCT Directors and making necessary booking and travel arrangements 2. Act as the first point of contact for all queries and requests in relation to the CSCT 3. In liaison with the Directors/Coordinators, initiate, manage and complete various administrative tasks to agreed deadlines. This will involve requesting information from Institute’s members, sending out reminders, arranging meetings, collating information and preparing reports 4. Take responsibility for the maintenance of up to date statistics and information pertaining to outputs from the CDT providing up-to-date and collated information in support of EPSRC reports and further proposals |
| **Financial Administration**   1. Be responsible for monitoring the operating and studentship budgets to ensure that these remain on track to keep within budget at the financial year end 2. Take responsibility for the financial administration of Institute’s accounts, using Agresso and liaising regularly with the Faculty of Science Finance Office 3. Initiate the production and distribution of management information in respect of the Institute’s finances 4. Ensure that the Directors have access to summary and detailed information relating to these accounts 5. Monitor spending, especially the correct coding of student expenditure, working with the Faculty of Science Finance Office to identify and solve budgetary issues 6. Provide financial data and other management information in respect of reviews, audits and funding applications 7. Ensure that expenses claimed in relation to any Institute activity are done so in accordance with the appropriate University and funder policies 8. Set up and monitor part-time lecturing and consultancy contracts, using the appropriate University process and liaising with HR/Purchasing & Procurement 9. Be the first point of contact for external partners, particularly in respect of financial matters 10. Be responsible for invoicing and tracking all income from external partners including distribution of student support funding from industrial partners to project codes 11. Be responsible for the Centre Credit Card and reconciliation of all expenditure in accordance with University policy |
| **Centre co-ordination, committees and meeting support**   1. Initiate, structure and arrange Strategic Advisory Board meetings and meetings with Industrial Partners and International Partners 2. Act as Secretary to the CDT Management Board, Strategic Advisory Board and all other Institute’s committees, providing a complete service for these activities 3. Issue meeting minutes and follow up on actions from meetings 4. Resolve issues on own initiative and judgement, liaising with other University offices as necessary 5. Contribute to and participate in reviews associated with the Institute (for example review and impact reports) |
| **Events and Marketing**   1. Work with Centre staff to keep publicity and marketing material fit-for-purpose and up-to-date, producing new copies in collaboration with academic colleagues, the Faculty Marketing Team and the central Web and Marketing Teams. Liaison with the University’s Press Officer on Institute’s matters 2. Pro-actively devise, plan and co-ordinate events such as conferences, showcases, seminars, webinars, symposia, company engagement events and networking sessions 3. Manage all logistics for the annual Summer Showcase including liaison with professional services (such as Estates and Security) regarding any logistical arrangements 4. Manage the budget for the Summer Showcase Event, including processing expenses for invited speakers and guests and ensuring that the budget is adhered to |
| **Other duties**   1. Reception duties in the Institute’s office (receiving and guiding visitors, students etc.) 2. Liaison with external Institute’s partners |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance. |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Either education to degree level, or education to a minimum of A-level or equivalent with substantial experience and further training, including to support the specifics below. | ✓ |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| An excellent track record in financial and general administration of a Centre or other entity involving >30 people | ✓ |  |
| Experienced user of word processing and spreadsheet software as well as PowerPoint (Microsoft Office) | ✓ |  |
| Experienced user of digital platforms such as Teams, Zoom, Twitter, LinkedIn, Google Forms and Google Sheets, etc. | ✓ |  |
| Knowledge of Content Management Systems (WordPress, Typecase) |  | ✓ |
| Proven experience managing diaries for persons in demanding roles and/or in a PA role | ✓ |  |
| Proven experience managing large, diverse project budgets (>£1m) and of tracking expenditure versus budget |  | ✓ |
| Evidence of working effectively with a diverse management team |  | ✓ |
| Experience in managing interactions with industrial and/or academic project partners |  | ✓ |
| Knowledge of University Regulations and QA procedures |  | ✓ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Ability to communicate effectively and professionally and maintain good working relationships with a variety of people | ✓ |  |
| Ability to use systems such as Agresso, SAMIS, and Business Objects |  | ✓ |
| Excellent organisational skills | ✓ |  |
| Excellent administrative skills with outstanding attention to detail | ✓ |  |
| Capacity for autonomous and pro-active working as well the ability to contribute to a team | ✓ |  |
| A helpful and supportive manner, particularly in respect of postgraduate students including international students | ✓ |  |
| Adaptability and flexibility | ✓ |  |
| A conscientious approach to work and a well-developed sense of responsibility | ✓ |  |
| Resilience and determination and ability to work on multiple tasks under pressure | ✓ |  |
| An ability to prioritise work and to maintain a schedule of regular tasks to be conducted on an annual basis | ✓ |  |
| An ability to maintain confidentiality such that the incumbent can be trusted to manage the Co-Directors’ email | ✓ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |