



## Job Description

<b>Job title:</b>	Centre for Doctoral Training (CDT) Coordinator for the EPSRC CDT in Sustainable Chemical Technologies: A Systems Approach
<b>Department/Faculty:</b>	Department of Chemistry/Faculty of Science
<b>Responsible to:</b>	Centre for Doctoral Training Manager
<b>Grade:</b>	Grade 6
<b>Location:</b>	University of Bath, Claverton Down, Bath with occasional work in iCAST facility in Swindon.

### Purpose of the job:

The Centre for Doctoral Training in Sustainable Chemical Technologies: A Systems Approach (CSCT) is an EPSRC-funded training Centre, hosted within the Institute of Sustainability and Climate Change. The CDT also operates in close partnership with the Swindon-based Innovation Centre for Applied Sustainable Technologies (iCAST [www.iCAST.org.uk](http://www.iCAST.org.uk)). All students within the CDT undertake a 4-year Integrated PhD in Sustainable Chemical Technologies involving both research and training. The Coordinator will take responsibility for the project coordination, recruitment, event organisation and the continuing development of the CDT, providing dedicated support to the Director's team and Manager, providing all administrative and financial support for the Centre's activities. The Coordinator will work closely with members of the CDT and with relevant Faculty and central departments.

### Source and nature of management provided

CDT Manager

### Staff management responsibility

None

### Duties and Responsibilities:

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| <b>1</b> | <b><u>Recruitment and Admissions</u></b> <ul style="list-style-type: none"><li>i. Send out publicity and advertisements for studentships</li><li>ii. Act as the first point of contact for all admissions enquiries</li><li>iii. Receive all student applications and communicate with applicants</li><li>iv. Maintain admissions database</li><li>v. Set up all interviews and open days for applicants, liaising with academic staff and applicants to coordinate and ensure the smooth running of these days</li><li>vi. Send information packs to applicants</li><li>vii. Log Applications - Offers/Rejects</li></ul> |
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	<ul style="list-style-type: none"> <li>viii. Prepare and distribute Induction packs</li> <li>ix. Maintain accurate filing system for recruitment/admissions</li> <li>x. Manage issuing of offers to applicants, in liaison with the Doctoral College</li> </ul>
<b>2</b>	<p><b><u>MRes and PhD support</u></b></p> <ul style="list-style-type: none"> <li>i. Liaise and provide effective coordination with external training providers and academic staff for all MRes units</li> <li>ii. Provide administration of all CDT training courses</li> <li>iii. Receive and distribute all coursework and project reports for marking, issuing appropriate reminders and ensuring that marks are returned timeously</li> <li>iv. Ensure that all postgraduate files and records of progression are accurately maintained</li> <li>v. Check and upload all assessment results to SAMIS in accordance with the University of Bath procedures</li> <li>vi. Produce Board of Examiners for Units (BEU) (BEP) for the MRes</li> <li>vii. Provide the MRes external examiner with all relevant data prior to the BEU and BEP meetings and act as the point of contact for all examination related matters</li> <li>viii. Act as Secretary to the MRes Programme Board, keeping abreast with all the relevant QA procedures in respect of this</li> <li>ix. Liaise with the Doctoral College and central offices to ensure good practice is adhered to at all times</li> <li>x. Draft and submit changes to Programme Regulations and Programme Specifications as the MRes/PhD programmes evolve, in collaboration with the Manager and Director of Studies</li> <li>xi. Act as the first point of contact for all CDT student enquiries, both academic and pastoral, signposting students to the appropriate support services when necessary</li> </ul>
<b>3</b>	<p><b><u>Support to the CDT Director and Deputy Director</u></b></p> <ul style="list-style-type: none"> <li>i. Manage CDT meetings and appointments diaries for the Directors' team making the necessary booking and travel arrangements</li> <li>ii. Act as the first point of contact for all queries and requests in relation to the CDT.</li> <li>iii. In liaison with the Directors' team and Manager, initiate, manage and complete various University CDT administration to agreed deadlines. This will involve requesting information from CDT members, sending out reminders, arranging meetings, collating information and preparing reports</li> <li>iv. 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</li> </ul>

<p><b>4</b></p>	<p><b><u>Financial Administration</u></b></p> <ul style="list-style-type: none"> <li>i. Be responsible for monitoring the operating and studentship budgets of the CDT to ensure that these remain on track to keep within budget at the financial year end</li> <li>ii. Take responsibility for the financial administration of CDT accounts, using Agresso and liaising regularly with the Faculty Finance Office</li> <li>iii. Initiate the production and distribution of management information in respect of the CDT finances</li> <li>iv. Ensure that the Directors and Centre Manager have access to summary and detailed information relating to these accounts</li> <li>v. Monitor spending, especially the correct coding of student expenditure, working with the Faculty Finance Office to identify and solve budgetary issues</li> <li>vi. Provide financial data and other management information in respect of renewal or any other funding applications</li> <li>vii. Ensure that expenses claimed in relation to any CDT activity are done so in accordance with the appropriate University policy</li> <li>viii. Set up and monitor part-time lecturing and consultancy contracts, using the appropriate University process and liaising with HR/Purchasing &amp; Procurement</li> <li>ix. Be the first point of contact for Industrial Partners, particularly in respect of financial matters</li> <li>x. Be responsible for invoicing for annual subscriptions and tracking all income from Industrial Partners including distribution of student support funding from industrial partners to project codes</li> <li>xi. Be responsible for the Centre Credit Card and reconciliation of all expenditure in accordance with University policy</li> </ul>
<p><b>5</b></p>	<p><b><u>Project Coordination, committees and meeting support</u></b></p> <ul style="list-style-type: none"> <li>i. Initiate, structure and arrange Strategic Advisory Board meetings and meetings with Industrial and civic partners</li> <li>ii. Act as Secretary to the CDT Management Board and Strategic Advisory Board, providing a complete service for these activities</li> <li>iii. Issue meeting agendas, minutes and follow up on actions from meetings</li> <li>iv. Resolve issues on own initiative and judgement, liaising with other University offices as necessary</li> <li>v. Contribute to and participate in reviews associated with the CDT (for example review and impact reports)</li> </ul>
<p><b>6</b></p>	<p><b><u>Events and Marketing</u></b></p> <ul style="list-style-type: none"> <li>i. Work with CDT 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 CDT matters</li> <li>ii. Pro-actively devise, plan and co-ordinate events such as CDT conferences, showcases, company engagement events and networking sessions</li> </ul>

	<ul style="list-style-type: none"> <li>iii. Manage all logistics for the bi-annual Crucibles and annual Summer Showcase event including liaison with Estates and Security regarding any logistical arrangements</li> <li>iv. Manage the budget for the Crucibles and Summer Showcase Event, including processing expenses for invited speakers and guests and ensuring that the budget is adhered to</li> </ul>
<p><b>7</b></p>	<p><b><u>Other duties</u></b></p> <ul style="list-style-type: none"> <li>i. Reception duties in the CDT office (receiving and guiding visitors, students etc.)</li> <li>ii. Liaison with external CDT partners</li> </ul>
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p>	

Criteria	Essential	Desirable
<b>Qualifications</b>		
Either education to degree level, or education to a minimum of A-level or equivalent with <u>substantial experience and further training</u> , including to support the specifics below.	✓	
<b>Experience/Knowledge</b>		
Of working in a higher education environment – preferably in connection with PG students and within the context of a multidisciplinary Research Centre (e.g. a CDT)	✓	
Proven experience managing large, diverse budgets (>£1m) and of tracking expenditure versus budget.		✓
Evidence of working effectively with a diverse management team (e.g. in different faculties)		✓
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 (Microsoft Office)	✓	
Experience in managing interactions with industry partners		✓
Knowledge of University Regulations and QA procedures		✓
Experience of coordinating large research council (>£1m) funded project(s)		✓
<b>Skills/Attributes</b>		
Ability to communicate effectively and professionally with a variety of people	✓	
Excellent customer relations skills	✓	
Ability to use systems such as Agresso, SAMIS, and Business Objects		✓
Excellent organisational skills	✓	

Demonstrated ability to maintain good working relationships with a range of stakeholders	✓	
Excellent administrative skills including diary management for persons in demanding roles	✓	
Capacity for autonomous working as well the ability to contribute to a team	✓	
A helpful and supportive manner, particularly in respect of postgraduate students including international students	✓	
A professional approach to people and tasks	✓	
Adaptability and flexibility	✓	
A conscientious approach to work and a well-developed sense of responsibility	✓	
Resilience and determination	✓	
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	✓	

### 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.