

### Job Description

<b>Job title</b>	<b>Doctoral Programmes Administrator</b>
<b>Department/School</b>	<b>Doctoral College</b>
<b>Grade</b>	<b>5</b>
<b>Location</b>	<b>University of Bath premises</b>

#### Purpose of the job

The Doctoral Programmes Team is responsible for providing a professional administrative support service for all doctoral students and supervisors in the University.

The post holder will be part of the Doctoral Programmes sub team providing a professional and high-quality administration service for all doctoral students and supervisors in the University.

The post holder will have specific responsibility for a portfolio of doctoral programmes.

#### Source and nature of management provided

Doctoral Programmes Officer

#### Staff management responsibility

None

#### Duties and responsibilities

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| 1 | Effectively administer all academic administrative processes liaising as appropriate with Directors of Doctoral Study, colleagues in the Doctoral College, Academic Registry, Finance and other professional services.   |
| 2 | Create and maintain accurate student records for doctoral students (including candidature, confirmation, attendance, changes of circumstance, supervision, progress reports, examination) for doctoral students liaising with colleagues in the Academic Registry, Faculty / School staff and others as appropriate. Ensure that decisions are accurately recorded through the University Student Record System (SAMIS). Be aware throughout of the implications of the Data Protection and Freedom of Information Acts on the processing and retention of data.                 |
| 3 | Provide administrative support for taught components of doctoral degrees within the portfolio e.g. professional doctorates. Provide support for residential sessions including liaising with speakers; booking teaching and accommodation space; booking audio visual aids, catering and other facilities. Handle the assessment process for taught components, accurately recording all marks, results and decisions liaising with academic staff and external examiners, ensuring all deadlines are adhered to. Process assessments, support the moderation process. Organise, |

	prepare agendas, produce paperwork and act as Secretary to Boards of Examiners as required.
4	Assist in developing, providing and signposting appropriate induction, information, advice and guidance for doctoral students including pre-arrival. Monitor and update noticeboards, web pages and the Virtual Learning Environment 'Moodle'.
5	Contribute to Doctoral College and other events and activities (e.g. induction, training programmes, seminars, student conferences, symposia, showcases, networking events) as required. Represent the Doctoral College at Higher Education recruitment fairs and other related events if required.
6	Keep up to date records of supervisor arrangements, monitoring for required changes in supervision and identifying possible replacements / appointments when required.
7	Respond to changes in student circumstance, providing advice (and signposting where necessary) to students, supervisors and Directors of Doctoral Studies about appropriate courses of action. Process relevant changes promptly and accurately.
8	Monitor and track doctoral student progress, checking for timely completion of progress reports and seeking to identify and flag potential problems. Work with Directors of Doctoral Studies to handle progression cases outside of committee.
9	Co-ordinate all aspects of research degree assessment arrangements including confirmation and thesis receipt and submission, liaising effectively with staff and students and ensuring compliance with prescribed timescales. Process External Examiner appointments and communicate with them (including sending out theses, provision of regulations, organisation of viva logistics, booking of accommodation and processing of expenses). Prepare paperwork for approval by Board of Studies (Appointment of Examiners, Recommendations of the Examiners) and other relevant committees. Produce letters, results and feedback to be sent to students.
10	Prepare paperwork for approval by relevant committees and provide secretarial support as delegated by the Head of Recruitment and Programmes. Support the operation of Faculty/ School Doctoral SSLCs.
11	Maintain a knowledge of quality assurance and procedural requirements and work in accordance with them. Comply with applicable regulations/procedures from any external funding bodies, including Research Council funded DTEs.
12	Provide input into/produce relevant statistical reports including student progression data and supervisor data (loadings, completion records, reporting record) in order to monitor service levels, to help identify relevant trends and to inform programme practices and requirements.
13	Play an active part in the Doctoral College team contributing ideas and expertise to assist in the development of effective processes and service levels. Support colleagues, providing assistance and guidance as required including training and supervision for new staff.
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	

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Good level of general education; educated to A Level (or equivalent) or above	Education to degree level or equivalent
<b>Experience / knowledge</b>	<p>Experience working in a busy office in an administrative role, preferably with involvement in student administration or similar</p> <p>Good working knowledge of standard IT packages and databases</p> <p>Experience of maintaining clear and accurate records</p> <p>Experience of working well independently and as part of a team</p> <p>Experience of effectively organising a busy workload with sometimes conflicting priorities, to meet deadlines</p>	<p>Experience of working within Higher Education</p> <p>Skills in University specific software (including SITS, Business Objects, Moodle, Agresso)</p> <p>Evidence of working within specific frameworks e.g. Quality Assurance compliance</p> <p>Experience of supporting meetings</p>
<b>Skills</b>	<p>Excellent written and oral communication skills, with a high level of accuracy and attention to detail</p> <p>Able to coordinate resources and arrange events</p> <p>Adaptable and flexible and able to learn new skills quickly</p> <p>Capacity to manage and prioritise a high workload, often working to tight deadlines</p>	
<b>Attributes</b>	<p>Ability to be adaptable and flexible and to learn new skills quickly</p> <p>Able to develop good working relationships, specifically with Directors of Doctoral Studies, DTE and programme leads and supervisors and professional service leads.</p> <p>Competent, conscientious and motivated with a methodical approach to work</p>	

### **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.

<b>Achieving results</b>	Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.
<b>Delivering excellent service</b>	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.
<b>Developing self and others</b>	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.
<b>Embracing change</b>	Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.
<b>Engaging with the big picture</b>	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.
<b>Finding innovative solutions</b>	Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.
<b>Managing self and personal skills</b>	Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
<b>Using resources</b>	Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.
<b>Working with people</b>	Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.