

Job Description

Job Title:	Institute Programme Coordinator (0.6FTE)
Department / School:	Institute for Mathematical Innovation (IMI)
Grade:	6
Location:	University of Bath Premises
Reporting Manager:	Institute Manager

Job purpose

The Institute Coordinator will have responsibility for the development of IMI's programmes, and their delivery and operational efficiency, including Undergraduate Research Internships, Internal Secondments, International Visitor Programme, and Workshop and Conference support.

The appointee will be required to develop strong working relationships with appropriate academic and professional staff from across the University and beyond, including engaging with staff at senior levels and external stakeholders. The role will also support a number of University level and external committees which are responsible for deciding the strategy and overseeing operations of the Institute.

With the challenges and opportunities of a University Research Institute, it is essential that the appointee is proactive in solving problems, identifies additional service requirements or shortfalls, and independently uses judgement and creativity to investigate and resolve unexpected problems.

Main duties and responsibilities

Communications

- To liaise, communicate, and build strong working relationships with appropriate staff across the University. This role will require close teamwork with IMI staff, and engagement with senior internal staff and external stakeholders.
- To take responsibility for providing an effective, responsive and friendly enquiry service whether face-to-face, by phone or email and ensure the effective provision of a comprehensive and interactive source of information for all enquiries.

Teamwork and Motivation

- To play an active role in the IMI team, contributing specialist knowledge to group projects and team meetings, and being supportive and encouraging of other team members.
- To design and lead the training skills programme for IMI's Undergraduate Research Internships.

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- To line manage the Institute Administrator, including setting objectives, continuing professional development, and Staff Development Performance Review.

Financial and Project Management

- To take responsibility for the financial monitoring and management of IMI's budgets, and the distribution of funds, maintaining accurate and comprehensive financial records and reporting these to IMI's Steering Group in terms of spend, commitment, and income against agreed financial targets, making recommendations for future resource requirements.
- To provide expert guidance to and service IMI's Steering Group and Research Panel (University-wide committees) as well as IMI's Advisory Board, involving communicating complex information, and working closely with the Director and Deputy Directors of the Institute in setting agendas, ensuring that these bodies are well briefed; that appropriate consultation takes place; all decisions are recorded and implemented; and that actions are carried out.
- To work with the IMI Manager in the development of IMI's externally-facing projects, being proactive and collaborative in supporting the development of improved systems and processes, as well as identifying new opportunities for external engagement.

Programme management

- To develop and manage IMI's International Visitor Programme of Senior Academic Visitors and Global Chairs (visiting professors), involving significant liaison with high-profile international academics. To maximise the impact of these visits by identifying new opportunities for introductions to academics from across the University.
- To be responsible for the delivery of IMI's University-wide Internal Secondment Programme, devising an induction session, identifying opportunities for research collaboration, and developing appropriate evaluation, monitoring, and feedback mechanisms.
- To lead the delivery of IMI's interdisciplinary Undergraduate Research Internship scheme, including designing and planning a bespoke training skills programme, tracking destination of graduates, and identifying opportunities for funding diversification to ensure the sustainability of the programme.
- To oversee IMI's Workshop and Conference support scheme, working closely with – and providing guidance to – academic staff to ensure the professional delivery of their events, and ensuring outcomes and impact are recorded. Working with marketing colleagues to promote events, and liaising with service suppliers as required.

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- To document, analyse, review, and report on the quality and effectiveness of all IMI programmes, delivering informed recommendations within area of expertise for strategic planning and management purposes.
- To proactively engage in continuing professional development to keep knowledge and skills up to date.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. These may include assisting in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities

Accountability matrix

This details the tangible accountables of the job, a DIRECT accountability is defined by the role holder with have control / responsibility for financial and people accountabilites. An INDIRECT accountability is defined by the total of sub-ordinate roles that have financial and people accountabilities.

	Direct	Indirect
Financial / Budget	-	-
People	1	0

Special conditions

- None.

Person Specification

A person specification is a description of the qualifications, skills, experience, knowledge and other attributes (selection criteria) which a candidate must possess to perform the job duties.

Criteria	Essential	Desirable
Qualifications		
Education to degree level or equivalent	✓	
Postgraduate degree or professional qualification		✓
A background in a STEMM (science, technology, engineering, mathematics, or medicine) discipline		✓
Experience / knowledge		
Significant experience of working in an administrative role	✓	
Prior experience of working within Higher Education or demonstrable experience of working in a complex organisation with multiple stakeholders	✓	
Experience of working with academic staff		✓
Evidence of effective team working	✓	
Evidence of engaging, mentoring and motivating others and building team morale	✓	
Proven ability to work on own initiative	✓	
Experience of developing and implementing systems and processes	✓	
Advanced knowledge and application of standard IT packages and databases	✓	
Proficient user of university systems (Agresso, Wikis, Moodle)		✓
High level of literacy and ability to draft correspondence, reports, papers, briefing notes and service senior committees	✓	
Effective leadership and management skills	✓	
Skills / attributes		
Highly developed interpersonal skills – able to communicate, present, advise, and facilitate effectively, confidently, and professionally at all levels	✓	
Proven strong written and oral communication skills including report writing and presentations	✓	
Proven organisational skills	✓	
Ability to adapt, with a willingness to learn new skills		✓
Ability to generate new ideas and recommendations for change/improvement	✓	
Effective negotiation skills, sensitive to knowing when to be assertive and when to be supportive	✓	
Able to design, analyse and revise processes to deliver services in the most efficient way	✓	
Capacity to manage and prioritise a high workload, often working to tight deadlines	✓	
Competent, conscientious and motivated with a methodical approach to work	✓	