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**Job Description**

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| **Job title:** | **Doctoral Training and Events Officer** |
| **Department/School:** | **Doctoral College** |
| **Grade:** | **6** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To provide a comprehensive level of support for the Doctoral Development Programme and to coordinate a programme of doctoral activities and events.  |

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| **Source and nature of management provided**  |
| Doctoral Training and Development Manager. |

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| **Staff management responsibility** |
| Responsible for managing a team of Doctoral Development Facilitators (comprising doctoral students on casual working contracts). |

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| **Special conditions**  |
| 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.  |

| **Main duties and responsibilities**  |
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| **1** | **Coordination and administration of the Doctoral Development Programme*** Responsible for coordination and administration of the Doctoral Development Programme, e.g., scheduling sessions, advertising workshops, managing bookings and collating evaluation surveys.
* Liaising with workshop facilitators, negotiating the presentation brief to ensure content fits with the programme’s requirements, as well as providing advice and supportRecording attendance and evaluation data in respect of the programme.
* Collating, summarising and disseminating information on programme participation and feedback from students, programme contributors and others.
* Updating and monitoring bookings for the Doctoral Development Programme (including recording attendance and making recommendations on booking system development).
* Issuing contracts for speakers and external workshop leaders, raising purchase orders and tracking payments. Raising requisitions and making bookings in respect of supplies and services for College events and activities.
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| **2** | **Coordination and administration of doctoral events and activities*** Responsible for developing and coordinating a doctoral student events programme, managing all logistical arrangements and providing event support (for example booking venues and equipment, catering, speakers and promotion).
* Leading on the delivery of various Doctoral College events and activities.
* Building networks with Faculties, Departments and student groups, providing event support and guidance to support student-led doctoral events and activities.
* Recruiting, training and line managing a team of students (Doctoral Development Facilitators) who provide event support.
* Promotion of events and updating content on the website.
* Evaluating participation with events and increasing engagement where possible.
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| **3** | **Coordination of projects that contribute to the doctoral student experience*** Coordination of the doctoral recognition awards.
* Leading on the development and delivery of events for research culture week.
* Leading on the organisation of the doctoral celebration evening.
* Working with faculty and university staff on joint projects that enhance the student experience, e.g. Student Change Projects
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| **4** | **General Administration*** First point of contact for all general enquiries related to training and events.
* General administrative duties to support the Doctoral Development Team, e.g. managing the shared inbox, financial processes, maintaining records etc.
* Managing budgets including overseeing and tracking expenses and purchases by category and analysing spending overall.
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| **Internal and External relationships:*****Internal:***Doctoral college staff, academic and administrative staff within Faculties/School, internal trainers, student communications manager, professional service staff and doctoral students.***External:***External trainersYou 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** |
| Educated to A level standard, or equivalent qualifications with substantial experience | **✓** |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Previous experience in an administrative / coordination role in a busy environment | ✓ |  |
| Experience of working with a range of stakeholders | ✓ |  |
| Experience of organising and or supporting workshops and events | ✓ |  |
| Experience of managing or supporting others |  | ✓ |
| Experience of working in higher education or similar environment  |  | ✓ |
| Experience of using University IT systems such as SAMIS and Agresso |  | ✓ |
| Knowledge of event management e.g. health and safety awareness |  | ✓ |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| High standard of IT skills including knowledge of MS Office packages, and ability to quickly learn new IT software and systems | ✓ |  |
| Able to demonstrate excellent written and verbal communication skills | ✓ |  |
| Ability to interact effectively with people at all levels, especially students | ✓ |  |
| Information management skills, including a high level of accuracy, numeracy and attention to detail | ✓ |  |
| Excellent organisational skills, with ability to plan, prioritise and work to a timetable | ✓ |  |
| Flexibility of approach and willingness to learn new tasks | ✓ |  |
| Ability to work effectively in a team and willingness to support colleagues | ✓ |  |
| Able to work quickly and calmly under pressure and still maintain accuracy | ✓ |  |
| Willingness to work flexible hours occasionally, as and when required. | ✓ |  |
| Knowledge of web page maintenance |  | ✓ |

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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.   |