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**Job Description**

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| **Job title:** | Green Industrial Futures (GIF) Centre for Doctoral Training Coordinator |
| **Department/Faculty:** | Department of Mechanical Engineering/Institute for Sustainability |
| **Responsible to:** | Co-Director |
| **Grade:** | 6 |
| **Location:** | Department of Mechanical Engineering/Institute for Sustainability |

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| **Purpose of the job:** |
| The Green Industrial Futures (GIF) Centre for Doctoral Training CDT is based across the Universities of Bath, Imperial, Sheffield and Herriot Watt (HW), lead. The Centre Coordinator delivers broad support across the CDT.The post will operate at an average of around 0.5 FTE, and we are happy to explore strategies for flexible working. However, there may be times when support will be required over 0.5 FTE, particularly during event weeks. GIF is a research and training centre, supporting over 100 PhD students, funded by EPSRC and industrial partners. This role will coordinate the day-to-day running of the centre within Bath, working closely with the rest of the operations team in Bath and across our partner Universities. The co-ordinator will work with the Management Board, directors and centre co-ordinators and manager at the other institutions, to deliver effective recruitment, marketing, event organisation and continuing the development of GIF.  |

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| **Source and nature of management provided**  |
| Marcelle McManus, Co-Director |

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

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| **Duties and Responsibilities:**This is a wide-ranging coordination role, supporting the GIF CDT. It is essential that the post holder is able to work on their own initiative and judgement, liaising with University (and collaborating Universities) offices as necessary and keeping all relevant parties informed. |
| **1** | **Recruitment and Admissions** To deliver an efficient and effective recruitment and admissions process, liaising with the wider GIF team and the Doctoral College. Tasks include:1. Distribution of publicity and advertisements for studentships
2. Receiving all student applications and dealing with enquiries in a professional and timely manner
3. Maintaining an effective filing system and database for all applications
4. Coordinating and helping to coordinate the smooth running of interview days, working with academic staff and partner institutions.
5. Managing the issuing of offers to applicants, supported by the Doctoral College and the GIF Management Board.
6. Planning and delivering induction activities for incoming students
7. Helping to plan and deliver residential schools for the students
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| **2** | **PhD support** GIF students take a programme of taught modules as residentials and online in their first years in parallel to their PhD. The Coordinator will work with the CDT, Doctoral College, and CDT management board to ensure that the experience for students is of the highest quality. This will include:1. Managing administration for Bath based residential.
2. Ensuring all postgraduate files and records of progression are accurately maintained.
3. Checking and collating all assessment results in accordance with University procedures
4. Assisting in the preparation and distribution of documentation for any relevant Boards of Examiners meetings.
5. Working with the University to ensure good practice is adhered to at all times.
6. Acting as a first point of contact for GIF CDT student enquiries, both academic and pastoral, providing information and advice. This includes signposting students to appropriate support services, processing paperwork, and liaising with central administration to ensure accurate recording of circumstances.
7. Coordinating and resolving issues as appropriate
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| **3** | **Financial Administration**The CDT has a significant budget across four Universities, overseen and managed at Bath by the CDT Codirector. Support from the Coordinator will be needed in:1. Taking responsibility for the administration of the Bath part of the CDT operating and studentship budgets using Agresso, and liaising regularly with finance offices
2. Ensuring that expenses claimed in relation to any CDT activity are done so in accordance with the appropriate University policy
3. To be responsible for invoicing and tracking external income, including distribution of student support funding from industrial partners to project codes
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| **4** | **Project support, committees and meeting support**GIF CDT has an executive committee, management boards and advisory boards which meet periodically throughout the year. The CDT will deliver reports to these groups, the Bath Coordinator will be expected to compile accurate information for reviews and on demand as well as occasionally acting as a secretary and taking minutes in some of these meetings. |
| **5** | **Events and Marketing**GIF CDT has a programme of events including summer and winter schools. These will bring the students from all University centres and some together in a facilitated environment. The Coordinator’s role will include:1. Supporting all aspects for the effective delivery of the Bath based residential.
2. Supporting the website, including creating and collecting content
3. Keeping publicity and marketing material fit-for-purpose and up-to-date, in collaboration with academic colleagues, and the Marketing Team
4. Assisting with advertising the GIF CDT through events, developing and updating material on websites, social media, newsgroups and print materials
5. Pro-actively devising, planning and coordinating events such as workshops, conferences, and careers days, managing budgets and logistics
6. Assisting the development of outreach and public engagement activities
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| **6** | **Other duties**1. Reception duties such as receiving and guiding visitors, students etc.
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| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  |

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| **Criteria** | **Essen-tial** | **Desir-able** | **Assessed by** |
| **A/F** | **I** | **T or R** |
| **Qualifications** |
| A minimum of A-level or equivalent with experience and further training, to support specifics below | ü |  | ü |  | ü |
| Education to degree level |  | ü | ü |  |  |
| **Experience & Knowledge** |
| Experience of working in a higher education environment – particularly in connection with postgraduate students and research centres |  | ü | ü | ü |  |
| Proven experience of supporting large, diverse budgets (>£1m) and of tracking expenditure  | ü |  | ü | ü | ü |
| Evidence of working effectively with a diverse team  | ü |  | ü | ü | ü |
| An excellent track record in administration of a centre or other entity involving >30 people  | ü |  | ü | ü |  |
| Experienced user of word processing and spreadsheet software (Microsoft Office) | ü |  | ü |  | ü |
| Knowledge of University regulations and QA procedures |  | ü | ü | ü |  |
| **Skills** |
| Ability to communicate effectively and professionally with a variety of people  | ü |  | ü | ü |  |
| Ability to quickly learn and use financial and management information systems (University ones include Agresso, SAMIS, and Business Objects) | ü |  |  |  | ü |
| Excellent organisational and coordination skills | ü |  | ü | ü | ü |
| Demonstrated ability to maintain good working relationships with a range of teams  | ü |  | ü | ü | ü |
| **Attributes** |
| Ability to work autonomously and contribute to a team | ü |  |  | ü | ü |
| A helpful and supportive manner for a diverse group of people with different needs | ü |  |  | ü | ü |
| A professional approach to people and tasks | ü |  | ü | ü | ü |
| Adaptability and flexibility | ü |  | ü | ü | ü |
| A conscientious approach to work and a well-developed sense of responsibility | ü |  |  | ü | ü |
| An ability to prioritise work and manage a schedule of regular tasks | ü |  | ü | ü |  |
| An ability to maintain confidentiality  | ü |  | ü | ü |  |

Code: A/F – Application form, I – Interview, T or R – Test or References

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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.   |