1. Advertisement

Post Title: Researcher Development Officer
Division: Student Experience
Hours: Full time or part-time hours considered up to a maximum of 1.0 full-time equivalent. Requests for flexible working options will be considered (subject to business need).
Contract: 2 years fixed term
Reference: 1713
Salary: Starting at £33,797 and rising to £40,322 per annum
Closing date: 09 September 2019. Applications must be received by midnight of the closing date
Expected interview date: TBC
Expected start date: As soon as possible

This is an exciting opportunity for someone with vision and imagination to enhance the student experience of doctoral students at the University of Sussex and support the University in the delivery of a vibrant research environment that prepares doctoral students for careers in academia and other sectors.

The main responsibility is to plan and manage the University’s provision of generic and transferrable skills training. The post will manage a significant non-staff budget to deliver this agenda, together with a number of funding schemes to support researchers develop. You will also play a key role in contributing to the University’s broader research student experience initiatives.

The post requires considerable organisation and interpersonal skills. In addition to the Assistant Director of the Doctoral School (line manager) and immediate team, the post will work closely with the Director of the Doctoral School, the Director for the Student Experience, Directors of Doctoral Studies in each of the University’s Schools and Professional Services colleagues within the Library, Careers and Employability Centre and the Research Student Administration Office.

The post-holder will liaise with and provide advice to a wide range of individuals and bodies across the University, including institutional leaders/managers, academic faculty, research students and professional services staff. The post will be expected to build strong relationships with partner higher education institutions (both nationally and on occasion internationally) and government, industry, charitable or other organisations collaborating with the University on generic and transferrable skills training. The work will involve keeping abreast of University and sector developments, and acting as an advisor to students and staff on such matters.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds
2. **The Directorate for the Student Experience**

The Directorate for the Student Experience provides a range of administrative, academic and support services focused on improving the student experience, both directly to students and also to colleagues in Schools and Departments.

**Our services include:**

- Doctoral School
- Research Student Administration
- Academic quality and enhancement;
- Development of academic policy and procedures, including assessment regulations;
- Student registration and ongoing maintenance of student records;
- Timetabling of teaching and management of room bookings;
- The management of student progress and assessment including the organisation of all formal examinations;
- Statutory returns including HESA;
- Technology and Enhanced Learning
- Careers and Employability Centre
- Counselling, Health and Wellbeing
- International Student Support
- Student Life Centre
- Student Support Unit
- Sussex Regional ACCESS Centre
- Chaplaincy

This post is located in the Doctoral School.

3. **Job Description**

**Division:** Student Experience  
**Section:** Doctoral School  
**Location:** Falmer House  
**Grade:** 7  
**Responsible to:** Assistant Director of the Doctoral School  
**Responsible for:** Senior Researcher Development Co-ordinator

**Purpose of the post:**

To support the University as it continues to develop a sustainable and thriving doctoral community by supporting activities and initiatives designed to ensure that the University’s doctoral research experience continues to be enhanced; and preparing doctoral students for careers in academia and other sectors. A key aspect of this role will be the management of the University’s Researcher Development Programme; contributing to planning and policy development; and promoting the Sussex offer to current and prospective students and supervisors.

**Key Responsibilities:**
1. To provide advice and support to the Assistant Director of the Doctoral School and relevant committees in developing policy and ensuring standards set by key external stakeholders (e.g. the Office for Students, Vitae and the UK Research Councils) for providing doctoral students with appropriate opportunities for developing research, ensuring that personal and professional skills are met.

   This includes:
   - advising on policy and procedure;
   - undertaking research;
   - writing reports;
   - drafting institutional responses to national consultations ensuring appropriate internal consultation;
   - And acting as secretary to working groups as required.

2. To manage the University's Researcher Development Programme. The programme provides year-round professional, research and career development workshops and events specifically for doctoral researchers at Sussex.

   This includes:
   - managing a non-staff budget;
   - marketing the Research Development Programme to current and prospective students (especially the on-line environment and postgraduate prospectus);
   - producing an annual report to Doctoral Studies Committee;
   - benchmarking provision against competitor institutions;
   - further enhancing IT systems and administrative processes;
   - making recommendations on appropriate training providers (internal or external);
   - ensuring value for money, whilst maintaining quality;
   - analysing feedback and consulting with doctoral students, academic faculty and professional service colleagues on change;
   - Identifying external funding and or in-kind support to enhance the Researcher Development Programme.

3. To manage doctoral student funding schemes, currently the Sussex Doctoral Researcher Overseas Conference fund and the Sussex Researcher-led initiatives.

   This includes:
   - budget management of funding schemes;
   - identifying opportunities and writing bids for internal and external funding opportunities;
   - Management of the application approval process and evaluation on the effectiveness of funding schemes against institutional and divisional strategy.

4. To develop and promote initiatives to support the doctoral researcher community and environment, contributing to the delivery of a high-quality research environment and producing evidence for the internal and external review of research excellence.

   This includes:
   - oversight of doctoral communications, newsletters and social media;
   - management of central and school doctoral student induction; promotion of the Sussex PGR 'Excursions’ journal;
   - collaboration on the annual appointment and development of Sussex Research Hive Scholars;
- And liaison with central departments (e.g. Research Librarians, Careers and Employability Centre) to ensure that central department offer services that reflects the researcher development needs of doctoral students.

### 5

To support the Assistant Director’s work in relation to research student experience. This includes:
- co-ordinating the Postgraduate Research Experience Survey (PRES);
- advising Directors of Doctoral Studies on matters arising from the survey related to the Researcher Development Programme;
- Engaging with student representatives at Sussex both to support the survey and to address outcomes related to the Researcher Development Programme.

### 6

To contribute to the wider activities of the Student Experience Division. This includes:
- providing expert advice to support applications for funding;
- contributing to discussions on developing postgraduate research, personal and professional skills for Professional Services Staff and Faculty;
- contributing to team meetings;
- engaging as required with the University’s annual planning round;
- And undertaking projects as required from time-to-time commensurate with grade.

### 7

To line manage the Senior Researcher Development Coordinator. This includes:
- The development, objective setting, appraisal and performance management of a single member of the Doctoral School team.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
### Person Specification

#### Qualifications

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