



## 1 Advertisement

**Post Title:** Researcher Development Coordinator

**School/department:** Doctoral School, Research and Enterprise Services

**Hours:** Full time (1.0 FTE / 36.5 hrs per week). Requests for flexible working options will be considered (subject to business need).

**Location:** Falmer House, University of Sussex, Brighton / Hybrid

**Contract:** Permanent

**Reference:** 20724

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part time

**Placed on:** 19 June 2023

**Closing date:** 03 July 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** 13 July 2023

**Expected start date:** As soon as possible

The Researcher Development team in the Doctoral School is looking for a self-motivated, engaged and enthusiastic Coordinator to support training and development activities for postgraduate and early career researchers and research staff, and to help foster an environment at the University in which they can thrive.

This is an exciting time to join the Doctoral School, as we move through a period of review and renewal, and expand capacity in our team in order to support service delivery and underpin the pursuit of our strategic ambitions.

This role provides the opportunity to work with a variety of academic and professional services staff across the whole institution, as well as directly with researchers themselves. Working in a small team you will:

- Be responsible for the administration of the training and development programmes;
- support committees;
- organise and help to facilitate events that bring the research communities together;
- act as the main point of contact for staff and researchers; and
- ensure the delivery of an effective, professional service.

Strong administration skills, a keen eye for detail and the ability to communicate effectively are key.

Please contact Alexander Aghajanian (Senior Researcher Development Coordinator; [alex.aghajianian@sussex.ac.uk](mailto:alex.aghajianian@sussex.ac.uk)) for informal enquiries.

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 School / Division**

Please find further information regarding the school/division at <https://www.sussex.ac.uk/staff/research>

## **3. Job Description**

**Job Description for the post of:** Researcher Development Coordinator

**Department:** Researcher Development

**Section/Unit/School:** Doctoral School, Research & Enterprise Services

**Location:** Falmer House, University of Sussex, Brighton /Hybrid

**Grade:** G4

**Responsible to:** Senior Researcher Development Coordinator

**Responsible for:** n/a

### **Role description:**

To work in a small team to provide administrative support for the delivery of training and development activities for postgraduate researchers (PGRs) and early career researchers (ECRs)/research staff. To provide administration and support for PGR and ECR initiatives, projects and events, including working with the Doctoral School Information Coordinator to ensure communications are effective. To support the Researcher Development Manager in the delivery of projects and implementation plans; to serve as a point of contact and link between PGRs, ECRs, staff members, internal departments, and external contacts; and to work with the Senior Researcher Development Coordinator to develop and maintain systems and processes that ensure the effective administration of researcher development activities.

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### **Principal Accountabilities**

1. Support the successful delivery of the Doctoral School's researcher training and development activities through the effective coordination of activities, events and meetings.
2. Maintain, publish and disseminate information and appropriate communications to promote researcher development activities and work with the Senior Researcher Development Coordinator and Doctoral School Information Coordinator to ensure services and processes are understood, utilised and applied.
3. Act as the main point of contact for service users in the effective and efficient delivery of training and development and associated activities. To assess and triage queries and potential issues, advising on solutions where possible and referring to the Senior Researcher Development Coordinator where necessary.

4. Provide support for promoting PGR and ECR feedback activities, including internal and external surveys, and report on usage and uptake.

## **Key Responsibilities**

Working as part of a small team within the Doctoral School and wider institution, in line with institutional policy and procedure, to assist with the planning, scheduling and delivery of activities, events and meetings including, but not limited to;

- Helping to ensure that timelines and resources are identified, realistic and achievable;
  - Proactively raising issues arising in advance for discussion and resolution;
  - Coordinating and administering the delivery of activities according to the schedule and in liaison with managers responsible for delivery;
  - Acting as an ambassador for the Doctoral School, with a focus on customer service and delivery.
1. Communicating effectively with all stakeholders
    - Publicise activities, events and meetings to all relevant staff, PGRs, ECRs, or other internal or external parties in an effective way;
    - Contribute to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible;
    - Maintain website pages and other online resources to accurately reflect current activity in an engaging way;
    - Liaise with facilitators to ensure the smooth delivery of training and development activities;
    - Support Doctoral School committee meetings, including producing and circulating documentation, e.g. agendas and minutes.
  2. Providing support, information and guidance to staff and students
    - Act as the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries;
    - Provide guidance on relevant procedures and processes;
    - Ensure staff and students are aware of relevant procedures and processes.
  3. Networking and engagement
    - Liaise with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of plans, policies, and processes.
  4. Creating and maintaining accurate information on activities
    - Create comprehensive records for future reference;
    - Provide engagement and uptake reports as requested;  
Present data on attendance, engagement and usage to enable analysis and interpretation.
  5. Supporting budget management

- Use the University's finance system to purchase services from external providers, process expense claims, and invoice external organisations; Assist the Researcher Development Manager in budget planning by providing accurate and up-to-date expenditure information.
6. Other responsibilities
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

### **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

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

## **4. Person Specification**

### **Essential Criteria**

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communication skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manage own workload – MS Suite.

### **Essential Role-Specific Criteria**

1. Commitment to providing a high-quality service.
2. Good interpersonal skills including tact and diplomacy.
3. Event organisation experience in a professional context.
4. Ability to review and report on relevant data and metrics to inform decision-making.
5. Minute-writing and committee servicing experience.

**Desirable Criteria**

1. Two years' experience working in a university or similar environment.
2. An understanding of the postgraduate researcher and/or early career researcher journey.
3. Experience of monitoring a budget and/or requisition and purchasing.
4. Experience of designing or editing website content.
5. Knowledge of using social media to build networks and communities.