

1 Advertisement

Post Title: DISCnet Centre for Doctoral Training Manager
School/department: Research and Enterprise, Doctoral School
Hours: 0.5 FTE, with part-time hours considered up to that maximum
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until 30 September 2028
Reference: 9690
Salary: starting at £35,333 to £42,155 per annum, pro rata if part time
Placed on: 03 February 2023
Closing date: 02 March 2023. Applications must be received by midnight of the closing date.
Expected interview date: To be confirmed
Expected start date: As soon as possible

DISCnet is a Science and Technology Facilities Council-funded Centre for Doctoral Training, providing a platform upon which we can train a new generation of postgraduate data intensive scientists. Our vision is to form a sustainable Centre of innovative education, training and research.

As the DISCnet Centre Manager you will make a significant contribution by supporting the DISCnet management group to achieve its objectives and targets relating to training and employability for postgraduate researchers in data science.

You will project manage and take a lead role in the central operations of DISCnet to ensure the establishment and operation of an intellectually rigorous and world-leading research training environment. Primary activities will include the project management of the DISCnet consortium, management of the placement scheme, oversight of finances, operational management of training and events, and liaison with external partners and funders.

This is a hybrid role, with the expectation of at least half of the weekly working hours to be spent on Sussex campus.

Please contact Seb Oliver (CDT lead; S.Oliver@sussex.ac.uk) and Susanna Broom (Head of the Doctoral School; s.broom@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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the School of Mathematical & Physical Science (the Academic School with which the role will work most closely) at <http://www.sussex.ac.uk/mps/>. For information regarding the Doctoral School (in which the role will be embedded), please see: <https://www.sussex.ac.uk/study/phd/doctoral>.

3. Job Description

Job Description for the post of: DISCnet Centre for Doctoral Training (CDT) Manager

Department:	Research & Enterprise Services
Section/Unit/School:	Doctoral School
Location:	Falmer House
Grade:	Grade 7
Responsible to:	Director of DISCnet (as the CDT lead) and Head of the Doctoral School (as line manager)
Responsible for:	DISCnet CDT administrative staff (as relevant - structure TBC)
Key contacts:	DISCnet CDT management group; Director of DISCnet; DISCnet students; DISCnet industry & third sector partners.
Role description:	Support the DISCnet management group to achieve targets and objectives relating to training and employability for postgraduate researchers in data science, including developing a sustainable operating model for the Centre.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, professional services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the DISCnet Centre for Doctoral Training.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless services.
5. Develop and maintain business relationships with SMEs, Industry and the third sector and act as relationship manager for key business partners on behalf of the DISCnet consortium.

KEY RESPONSIBILITIES

1. Project manage the DISCnet CDT:
 - a. Support the DISCnet management group in delivering the DISCnet CDT strategy.

- b. Financial management of the DISCnet CDT grant across the partnership.
- c. Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
- d. Maintain records and support the DISCnet CDT management group with delivery of annual and mid-term reporting to STFC.
- e. Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- f. Ensure compliance with funder regulations.
- g. Administer and attend all DISCnet CDT management group meetings.
- h. Design and establish effective working practices to support the operational activities of the DISCnet CDT.
- i. Manage the DISCnet CDT administration staff (structure is yet to be agreed).
- j. Engage with local and national network groups to establish best practice.
- k. Develop and maintain knowledge of industry needs/drivers as they relate to DISCnet and maintain awareness of activities related to the UK Industrial Strategy.
- l. Foster an ethos of continuous improvement.

2. Placement scheme management

- a. Organise and promote the DISCnet placement scheme and industry engagement programme, including business engagement events such as the annual DISCnet Showcase.
- b. Act as lead expert for DISCnet and be the first point of contact for business/industry/third sector enquiries into DISCnet to identify needs and matches, create opportunities for collaboration as part of the placement scheme and beyond.
- c. Provide support to the DISCnet students, and academics in Sussex and the DISCnet partner organisations to facilitate interactions between academics and industry / third sector.
- d. Co-ordinate DISCnet's relationship with partners in industry/business/third sector – both directly and via partner HEIs – and seek to develop a sustainable model for the placement scheme.

3. Training and event management

- a. Manage and support the student recruitment process across the DISCnet CDT consortium.
- b. Co-ordinate and administer training courses to increase awareness and effectiveness of knowledge exchange, collaborative and interdisciplinary working.
- c. Co-ordinate and administer training courses for the development of research training skills.

4. Partnerships & relationship management

- a. Lead the development of business relationships with SMEs / Industry and the third sector and act as relationship manager for key business partners on behalf of the consortium.
- b. Develop and manage a portfolio of partners, supporting the development of value propositions to business and innovation projects.
- c. Support the DISCnet management group to develop a sustainable model for DISCnet operations by developing relationships, sponsorship and other revenue channels.
- d. Support DISCnet students and academics with business engagement to identify opportunities to work with existing and new business/industry/third sector partners.
- e. Project manage the delivery of collaborative opportunities working in partnership with

the network.

5. Communications

- a. Oversee development of the student cohort identity, including moderation of social media.
- b. Oversee development of the content for the DISCnet CDT website.

4. Person Specification

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Skill level equivalent to achievement of a professional qualification or postgraduate degree e.g. commercial experience in a business environment demonstrated through a network of business contacts in applicable area and knowledge of relevant market/industry key requirements.
2. Effective management skills.
3. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood by the audience.
4. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.
5. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, and effectively contribute to team working to build and develop working relationships.
6. Analytical skills with the ability to generate effective solutions and make effective decisions.
7. Commitment to customer service excellence.
8. Effective IT Skills on MS platform and experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Budget management, financial modelling and business planning skills.
2. Well-developed negotiation skills in order to foster and maintain excellent relationships.
3. Event management skills.
4. Ability to identify and apply creative solutions, often in the absence of any relevant precedent.
5. Experience managing communications – designing webpages, producing promotional materials, social media, broadcast media.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Membership of relevant professional body.
3. PRINCE2 or similar project management qualification.
4. Experience of working with small businesses.
5. Knowledge and experience of intellectual property issues in a research environment.
6. Knowledge of the Industrial Strategy and UKRI funding opportunities