

1 Advertisement

Post Title: Senior Researcher Development Coordinator

School/department: Doctoral School

Hours: Full time or part time hours considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

Flexibility on working patterns can be accommodated and job-share applicants are welcome to apply.

Contract: Permanent

Reference: 8553

Salary: Starting at £26,341 to £30,497 per annum, pro rata if part time

Placed on: 10 May 2022

Closing date: 07 June 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be arranged

Expected start date: As soon as possible

The Doctoral School is seeking a highly organised, self-motivated and enthusiastic Senior Coordinator to join our small team and support the Researcher Development Programme for PhD students at Sussex. Excellent communication skills and attention to detail are key.

Working closely with the Researcher Development Officer and the Head of the Doctoral School, the post holder will oversee the administration of the programme and ensure the delivery of an effective, professional service.

The role will include:

- scheduling, promotion and bookings of workshops and events
- all aspects of financial administration, including funding schemes
- developing systems to provide effective administration
- acting as the first point of contact and offering support and advice to PhD students, PhD supervisors and senior University colleagues
- building relationships and collaborating across the Schools and central departments of the University
- management of the Doctoral School's social media accounts and web content
- supporting induction and community-building events for PhD students throughout the academic year
- developing initiatives and funding schemes to support the professional development of PhD students

This is a hybrid role with an expectation to spend at least 50% working time on campus.

Responsibilities may change, further to Doctoral School review, to broaden the remit across undergraduate, doctoral and early career researchers.

Please contact Katy Stoddard, Researcher Development Officer, K.Stoddard@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/study/phd/doctoral>
<http://www.sussex.ac.uk/internal/doctoralschool/>

3. Job Description

Job Description for the post of: Senior Researcher Development Coordinator

Department: Research and Enterprise Services

Section/Unit/School: Doctoral School

Location: Falmer House

Grade: 5

Responsible to: Researcher Development Officer

Responsible for: n/a

Purpose of the post:

To support the operation, management and development of the Researcher Development Programme and associated projects concerned with the doctoral researcher experience. To provide professional administrative support and advice to doctoral researchers, research and professional services staff and supervisors, who are supporting and engaging with the Researcher Development Team and activities. To coordinate Researcher Development and Doctoral School online student communications.

Key Responsibilities:

- To support the Researcher Development Officer and Training & Development Sub-committee in the planning, development, promotion and delivery of the Researcher Development Programme
- To work with the Researcher Development Officer to develop systems and processes to support the effective administration of the programme

- To coordinate the programme, acting as the first point of contact and organising all logistical aspects
- To support research student induction processes in conjunction with the Schools and divisional colleagues, including assisting at school-level induction events, and organising and supporting the Doctoral School's October and January welcome events
- To support the Researcher Development Officer in developing funding schemes to support the professional development of doctoral researchers, and to administer the application and award processes
- To coordinate Doctoral School and Researcher Development communications

1. Coordinate the University's Researcher Development Programme (RDP)

Coordinate the RDP, planning workshops and events in line with agreed objectives, and ensuring effective administrative support is provided to those engaging with the programme. This will include:

- Liaising with room bookings and facilitators to establish and plan workshop dates, maintaining relevant diaries, schedule of events, and online booking pages.
- Using the database and web reports to update and maintain accurate records: setting up new workshops and producing attendance lists; checking bookings and updating participant status; monitoring waiting lists; sending reminders; closing workshops and following up.
- Undertaking routine preparation for workshops: booking and setting up rooms; organising IT, equipment and support; ordering and adjusting catering; photocopying and distributing workshop materials; meeting and assisting workshop facilitators; making travel arrangements and hotel bookings for external facilitators.
- Liaising with internal and external facilitators in advance of events to ensure all is in place for delivery, and advising on participants expected.
- Supporting the marketing of the RDP and coordinating activities aimed at keeping doctoral researchers and their supervisors engaged with the programme. This will include giving short presentations at promotional events such as student and staff welcome events.
- Liaising with Schools in order to ensure that prospective and current students are advised of opportunities and options available to them, and whether the opportunities have been taken up.
- Dealing effectively and efficiently with enquiries from staff, students, external organisations and visitors.
- Assisting with the evaluation of all workshops and events: setting up and collating feedback forms; producing and analysing regular feedback reports.

- Producing regular reports on Researcher Development activity (numbers of participants, discipline spread, student status, types of activity etc.)
- Administering the RDP budget, including recording, monitoring and reporting. Assisting the Researcher Development Officer in budget planning, and alerting to potential under or over spends.
- Using the University's finance system to purchase services from external suppliers, processing expense claims and where necessary invoicing external organisations.

2. Support the development and administration of funding schemes providing for research students' professional development

- Supporting the Researcher Development Officer in the development, promotion and operation of the funding schemes.
- Developing and administering an efficient online application process.
- Providing support to applicants and award holders in understanding criteria, arranging the transfer of funds, and ensuring terms and conditions of awards are met.

3. Coordinate Doctoral School and Researcher Development Online Communications

- Working with the Researcher Development Officer to develop an online communications strategy to increase the engagement of doctoral researchers with our initiatives.
- Managing the Doctoral School's social media accounts, creating and curating appropriate content for sharing, and developing ways of gaining feedback from our researchers.
- Liaising with University communications and web teams to keep up to date with social media/web developments and ensure university policies are implemented; and advising colleagues in the Doctoral School of such developments.
- Keeping up to date with the latest developments in using social media to engage research student communities, and best practice elsewhere in the University and sector.
- Supporting the Researcher Development Officer in developing the content of webpages, and maintaining oversight of the wider Doctoral School website (where updates may be needed/developments may be helpful).
- Coordinating our online Doctoral Connections newsletter: organising editorial meetings, developing agenda and action plans; curating and developing content and coordinating contributions from others; developing the online newsletter template; liaising with Press and Comms to organise news dissemination more

widely.

- Developing promotional materials in support of agreed initiatives (flyers for events / initiatives / funding schemes, Researcher Development brochure, postcards etc.)
 - Advising students on developing their Elements Profile, ensuring guidance is kept up to date and disseminated through academic Schools.
- 4. Take responsibility for continuing professional development and ensure appropriate engagement in national networks as required.**
- 5. Contributing to wider activities across all areas of the Doctoral School as required to meet business need.**

Administration support, commensurate with grade, working with colleagues across the Doctoral School to support undergraduate, doctoral and early career researchers as required.

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.

4. Person Specification

Candidates will have the following:

Skills/Abilities	Essential	Desirable
Commitment to providing high levels of service to students and staff	✓	
Excellent organisational skills	✓	
Sound numeracy and confidence in performing calculations	✓	
The ability to work effectively to deadlines while under pressure	✓	
Commitment to team working	✓	
Good IT skills, including spreadsheets and databases, and basic HTML coding skills	✓	
Excellent oral and written communication skills, the ability to communicate at a high standard of accuracy and detail	✓	
Ability to respond calmly and flexibly to unplanned situations	✓	

Knowledge	Essential	Desirable
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Broad understanding of the challenges and issues facing UK Higher Education	✓	
Knowledge of HE environment, including postgraduate research activity	✓	
Knowledge of using social media to build student communities		✓

Experience	Essential	Desirable
Experience of coordinating a programme of events	✓	
Experience of monitoring budgets and attention to detail	✓	
Experience of giving presentations	✓	
Experience of minute-taking	✓	
Experience of managing data and processes	✓	
Experience of managing own workload	✓	