1 Advertisement

Post Title: CHASE DTP Administrator
School/department: Doctoral School
Hours: part time hours considered up to a maximum of 0.5 FTE / 18 hours
Requests for flexible working options will be considered (subject to business need).
Minimum 0.4 FTE required
Location: Brighton, United Kingdom
Contract: fixed term for 24 months
Reference: 20959
Salary: starting at £24,144 to £27,396 per annum, pro rata if part time
Placed on: 11 July 2023
Closing date: 01 August 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: To be confirmed

The Consortium for the Humanities and the Arts South-East England (CHASE) seeks a highly organised individual to provide administrative support to the £24m CHASE Doctoral Training Partnership, funded since 2014 by the Arts and Humanities Research Council.

We provide studentship funding and training opportunities to doctoral researchers across our consortium of university institutions: Birkbeck, The Courtauld Institute of Art, Goldsmiths, SOAS, and the Universities of East Anglia, Essex, Kent and Sussex.

This is a new post to support the small and busy CHASE team deliver an outstanding research training environment. The role will include:

- helping to provide a friendly and professional first point of contact for doctoral researchers, academic staff and others;
- supporting administrative arrangements for training events, and gathering feedback from attendees;
- helping to keep our webpages up to date, and sharing information with our research community.

You will have previous experience in an administrative role, though not necessarily at a university. You will have a great eye for detail and excellent interpersonal skills, and be confident working closely with colleagues across the consortium both in person and remotely.

Please contact Rob Witts, robert.witts@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 Doctoral School at www.sussex.ac.uk/internal/doctoralschool/ and the CHASE DTP at www.chase.ac.uk

3. Job Description

Job Description for the post of: CHASE DTP Administrator

Department: Doctoral School

Section/Unit/School: Research & Enterprise Services

Location: Falmer House/hybrid

Grade: 4

Responsible to: Senior CHASE DTP Co-ordinator

Responsible for: n/a

Role description:

To have general responsibility for the administrative support for the CHASE Doctoral Partnership, including training events and consortium governance.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional general enquiries service to PGRs, faculty and visitors
2. Provide clerical support to consortium staff and officers, using knowledge and experience to solve standard problems directly where possible.
3. Within clear parameters to take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

• Working as part of a team and within the wider institution, act as a first point of contact in the CHASE team for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
• Role model good behaviours and knowledge to other team members and stakeholders.
• Assist in producing and maintaining a number of sources of information on the website and in publications.
• Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff and PGRs
• Follow administrative procedures, write new office procedures and set up new office systems
• Assist with mailings for communication, training, and events, maintain mailing lists
• Compile agendas and draft minutes for team meetings
• Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
• Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules
• Raise purchase orders and arrange payment of invoices on the Finance System
• 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/Unit’s/School’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 (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications 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 manager own workload – MS Suite.
6. Ability to assess problems effectively and suggest solutions for minor impact decisions autonomously.
7. Ability to provide pastoral welfare support to junior members of the team where necessary.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience with working with online event management tools such as Eventbrite or similar.
2. Experience of working with website content management systems
DESIRABLE CRITERIA

1. Relevant experience in a similar role.
2. Relevant experience working in a university or similar environment
3. Experience of working with Squarespace content management system.