1 Advertisement

Post Title: Senior Doctoral Training Coordinator  
School/department: Doctoral School  
Hours: Full time hours considered up to a maximum of 36.5 hours  
Requests for flexible working options will be considered (subject to business need).  
This is a hybrid role with an expectation to spend at least 50% working time on campus  
Contract: permanent  
Reference: 9827  
Salary: starting at £27,131 to £31,411 per annum, pro rata if part time  
Placed on: 18 October 2022  
Closing date: 10 November 2022. Applications must be received by midnight of the closing date.  
Expected Interview date: to be confirmed  
Expected start date: as soon as possible

Working in collaboration with a number of Universities in the region, the University of Sussex hosts doctoral training centres and partnerships funded by six of the UK Research Councils and also by the Leverhulme Trust, bringing together world-leading research and research training across the University.

You will provide administrative support to our range of doctoral training centres, with the expectation of growing to lead an area where you will make a significant contribution to the development and management of Sussex’s Doctoral Training Grants, ensuring the establishment and operation of an intellectually rigorous and world-leading interdisciplinary research training environment. This will include working with academic and professional services colleagues across Research and Enterprise to develop and implement systems and procedures; ensuring the provision of high-quality generic, core, advanced and transferable skills training.

You will play a key role in the recruitment and selection of candidates to externally funded research training programmes, in supporting scholarship holders during their award and in supporting the academic directors with the day to day operation of the programmes, the financial administration of the grant, record-keeping and annual reporting; internal and external communications.

Whilst the post will report to Amanda Britt in the Research and Enterprise, the post holder will work closely with academics involved in our Training Centres as well as administrative colleagues across the Sussex Schools and with administrative and academic leads at other partner institutions in our training consortia.

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

For further information please contact Amanda Britt, Doctoral School, a.d.britt@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 [http://www.sussex.ac.uk/schoolsandservices/professionalservices/research-enterprise](http://www.sussex.ac.uk/schoolsandservices/professionalservices/research-enterprise)

3. **Job Description**

**Division**  
Research and Enterprise Services

**Team**  
Doctoral School

**Location**  
Falmer House

**Grade**  
5

**Responsible to**  
Doctoral School Project Officer

**Responsible for**  
n/a

To provide operational support for the delivery of externally funded postgraduate research training programmes, supporting faculty, research students, professional services colleagues and Directors of Doctoral Training Centres and Partnerships. Your key contacts will be:

- Academic leads for externally funded doctoral training initiatives
- PhD students funded by your assigned doctoral programmes
- Post-award finance officers in Research and Enterprise
- Research and Enterprise Co-ordinators supporting PhD applicants and student in the Schools

**Key Responsibilities:**

1. You will play a key role in the organisation of the *recruitment and selection* of students for your assigned Doctoral Scholarship programmes. You will:
   - Distribute publicity and place advertisements for studentships;
   - Act as the first point of contact for scholarship applications enquiries, communicating with applicants when necessary;
   - Receive and log student applications and liaise with the appropriate faculty teams evaluating proposals;
   - Work with academic staff and applicants to co-ordinate and ensure the smooth running of open days and interviews;
• Coordinate the Sussex scholarship offers to applicants, in liaison with our consortium partners in other universities and with our central Admissions team.

2. You will support the Academic Leads, with the **day-to-day operations** of your assigned Doctoral Training initiatives, in line with funder regulations including:
   • setting up and servicing relevant committee meetings;
   • Making practical arrangements for training events – booking rooms and catering, reimbursing external speakers;
   • Disseminating to students details of any other funding opportunities for which they are eligible – such as placements, student-led workshops or overseas visits;
   • Advising students on the terms and conditions of their scholarships – particularly regarding intermission and extension, maternity and sick pay.

3. You will support **annual reporting** and interim or ad-hoc reviews instigated by the UKRI and other funding bodies or external partners, passing information to appropriate staff within Schools and the Professional Services and maintaining accurate data and records for post-award administration.

4. You will ensure that UKRI funded **student records are maintained**. You will need to establish, use and maintain systems (both paper based and data systems) to gather and monitor performance information related to the Doctoral Training initiatives and provide regular reports to Academic colleagues.

5. You will assist with the **financial administration** of our doctoral training programmes, by
   • Ensuring that funded students are aware of procedures for spending the research and training grants available in line with funder and consortium requirements;
   • Acting as the first point of contact for student expense claims;
   • Monitoring training grant expenditure and liaising with Research Finance and the academic Directors regularly to ensure that the grant is being used appropriately;
   • Ensuring that expenses claimed in relation to any CDT activity are done so in accordance with the appropriate University policy.

6. You will establish and/or maintain a **web presence** and/or social media presence for the Doctoral Training initiatives assigned to the role, both with a view to creating a cohort identity internally and to publicising our research training externally. You will advise colleagues working in the communications of major awards and potential news stories.

7. You will represent the University and its interests to external organisations, collaborating partners and maintaining a network of contacts with relevant national and international officials, and counterparts in other universities. In particular, you will act as the Sussex administrative lead for the consortium for your assigned programmes and will attend relevant partnership and Management Board meetings.
8. You will liaise with external organisations (e.g. Charity, Public sector and Industrial bodies) as required in relation to the training initiatives. This may involve: assisting with the planning and marketing of advanced training courses; the development of student placement programmes and collaborative doctoral studentships.

9. Where Programmes you support have the opportunity to bid for additional funding, you will support the submission of bids, liaising with colleagues in Research and Enterprise to provide the necessary data on Sussex research and researchers.

The post holder may be required to undertake other related duties not specifically mentioned above and which arise as the post develops. Any changes to this role specification will be made in consultation with the post holder.

4. **Person Specification:** Candidates will have the following:

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<th>Skills/Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Commitment to providing high levels of service to students and staff</td>
<td>✓</td>
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<td>Excellent organisational skills</td>
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<td>Sound numeracy and comfortable with performing calculations</td>
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<td>The ability to work effectively to deadlines while under pressure</td>
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<td>Commitment to team working</td>
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<td>Good IT skills, including spreadsheets and databases</td>
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<th>Knowledge</th>
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<td>Broad understanding of the challenges and issues facing UK Higher Education</td>
<td>✓</td>
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<td>Knowledge of HE environment, including postgraduate research activity</td>
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<th>Experience</th>
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<tr>
<td>Experience of monitoring budgets and attention to detail</td>
<td>✓</td>
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<td>Experience of assisting with presentations</td>
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<td>✓</td>
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<tr>
<td>Qualifications</td>
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<td>Previous experience of minute-taking</td>
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<td>Experience of managing data and processes</td>
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<td>Educated to degree level or equivalent</td>
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<td>✓</td>
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<td>Professional project management qualification</td>
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