

## ROLE PROFILE

<b>Job Title:</b>	Doctoral Research Events Officer
<b>Grade:</b>	Grade 6 hourly rate: £17.08
<b>School/Division:</b>	Media, Arts and Humanities
<b>Location:</b>	tbc
<b>Responsible to:</b>	Associate Dean for Doctoral Studies
<b>Time commitment:</b>	6 hours per week for a duration of 12 months running from 1 <sup>st</sup> September 2023 – 31 <sup>st</sup> August 2024 – these hours will be ad hoc to meet the needs of the role
<b>Direct reports:</b>	N/A
<b>Key contacts:</b>	Research PGR PS Team, Director of CHASE (Sussex) and PGR Professional Development, Doctoral Convenors, Associate Director for the MAH Research Institute (PGR role)

### Role description:

Through an understanding of the range and nature of doctoral research in the School of Media, Arts and Humanities (MAH), the Doctoral Researcher Events Officer will facilitate the conceptualisation, planning and organisation of events by and for Doctoral Researchers as part of an overall events programme contributing to our research culture including the annual Doctoral Conference. Now in its third year, this role aims to provide a professional development opportunity to a member of our School PGR community for one year alongside their own research.

To liaise between doctoral researchers and the Associate Dean for Doctoral Studies, the Director of CHASE (Sussex) and PGR Professional Development, the Directors of Research & Knowledge Exchange (DRKEs), Doctoral Convenors, the new PGR role of Associate Director to the [Research Institute](#) and the Research PS team in relation to queries and requests relating to a doctoral researcher events programme. The [Doctoral Hub](#) on the Institute website has further details.

*Please note that the current or previous holders of this position are ineligible to apply as our aim is to provide as many of our PGRs as possible with these professional development opportunities. Those who have undertaken this role previously will create an invaluable resource for fellow PGRs to learn from.*

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### PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on how to generate, enable, develop, coordinate and promote events by and for doctoral researchers
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice

provided.

## **KEY RESPONSIBILITIES**

- Develop a programme of MAH-level events by Doctoral Researchers throughout the academic year to generate, enable, develop, coordinate and promote events including the Doctoral Conference
- Proactively and collaboratively work with Doctoral Researchers to ensure a rich and diverse research culture is reflected in the range of events taking place
- Consult and liaise with Doctoral Researchers in the School to identify any additional events/workshops/training opportunities to fill gaps in provision
- Develop and coordinate the promotion of events organised and/or run by MAH Doctoral Researchers, giving them greater visibility in the School as well as across the University, in collaboration with the Research PS Team advertising through appropriate channels
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement

## **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.
- The post holder reports to the Associate Dean for Doctoral Studies
- Working under comprehensive direction within a clear framework, the post holder will manage their own work and achieve agreed objectives. In doing so they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

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.

Please contact Paige Thompson ([mah-pgr@sussex.ac.uk](mailto:mah-pgr@sussex.ac.uk)) or Lucy Robinson, Associate Dean for Doctoral Studies, ([l.robinson@sussex.ac.uk](mailto:l.robinson@sussex.ac.uk)) with informal enquiries.

## **PERSON SPECIFICATION**

### **Essential criteria:**

- Excellent communication skills both written and verbal
- Evidence of collaborative working including relationship building and developing ideas
- Excellent organisational skills and experience of working to deadlines
- Effective planning and organisational skills
- Well-developed interpersonal skills with the ability to quickly build rapport
- Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

### **Desirable criteria:**

- Knowledge of the research environment in the School and University
- Ability to budget effectively for events
- Awareness of communication channels within the University, in particular those utilised by Doctoral Researchers

## **ESSENTIAL ROLE SPECIFIC**

### **CRITERIA**

1. A current doctoral researcher within the School of Media, Arts and Humanities
2. Experience of successfully planning, organising and promoting research events
3. Good working knowledge of the doctoral research environment
4. Ability to work flexibly within a small team and on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

To apply, please send a copy of your CV and a Covering Letter detailing ***how you would approach strengthening the doctoral research culture in MAH*** to [mah-pgr@sussex.ac.uk](mailto:mah-pgr@sussex.ac.uk)

**Deadline for applications: Monday 17<sup>th</sup> July**