**![logo-uob-resize[1]]()**

**Job Description**

|  |  |
| --- | --- |
| **Job title:** | **Doctoral Training and Events Administrator** |
| **Department/School:** | **Doctoral College** |
| **Grade:** | **5** |
| **Location:** | **University of Bath premises** |

|  |
| --- |
| **Job purpose** |
| To provide a comprehensive level of administrative support to the Doctoral Skills team, to include organisation of a skills development programme for postgraduate research students and staff, annual conferences and events.  |

|  |
| --- |
| **Source and nature of management provided**  |
| Doctoral Skills Coordinator |

|  |
| --- |
| **Staff management responsibility** |
| None |

|  |
| --- |
| **Special conditions**  |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. These may include assisting in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.  |

|  |
| --- |
| **Main duties and responsibilities**  |
| **1** | **Course and Workshop Administration** * Responsibility for preparing an annual/semester timetable of (currently around 300) workshops; controlling and managing all arrangements for this yearly programme of workshops and courses including room bookings, catering etc; advertising events by creating and updating web pages, emails and posters; recording and monitoring participant bookings; collating evaluation surveys etc.
* Book speakers and workshop leaders by liaising directly with academics (senior lecturers, Pro-Vice-Chancellor) from Bath and other universities/professional bodies, negotiating the presentation brief to ensure content fits with the programme’s requirements.
* Maintaining direct contact by phone, email and in person with workshop leaders/speakers to ensure they have the materials and support they need; responding independently to queries and dealing with any unforeseen changes in circumstances.
* Direct contact with research staff and research students to communicate information for co-ordination of skills courses/workshops, responding independently to queries.
* Record attendance and evaluations data of courses/workshops.
* Update and monitor the booking system for research students and research staff using SITS/ SAMIS and iTRENT, including creating new course records, creating attendance records and making recommendations on booking system development.
* To produce course materials - printing/photocopying of training packs, attendance lists, name badges etc.
* Using feedback from students and workshop leaders, assist in the development of the skills training programme and make changes to the existing programme where necessary.
* Collate and produce information on course information and event attendance, assessing data and trend analysis for future planning and programme management.
* Summarise event feedback and create customised reports for speakers and workshop leaders.
 |
| **2** | **Events and conferences etc*** To take responsibility for organising events, controlling and managing arrangements including: booking venues/rooms and equipment; catering; advertising and PR; produce publicity materials via university Print Unit; liaising directly with senior academics from Bath and other universities, as well as external professional bodies, to book speakers; updating information on web pages; recording participant applications; setting up of stands and on-the-day arrangements; co-ordination of helpers; collating evaluation surveys. Events include:

 - an annual learning, teaching & research conference;  - events and workshops in collaboration with other universities.* Provide support for other departmental events, including Images of Research.
 |
| **4** | **Finance*** Monitoring the team’s financial transactions, and keeping accurate and up to date records to ensure that yearly expenditure does not exceed the budgets set.
* Purchasing of stationery and equipment, catering, publicity materials and all items for workshops/conferences, using Agresso.
* Issue contracts for speakers and external workshop leaders, raising purchase orders and tracking payments.
* Checking and ensuring timely payment of invoices and claims using correct budget codes.
 |
| **5** | **General Administration*** Day to day management of social/training space; dealing with student and staff enquiries.
* Working with the Doctoral Communications Coordinator to ensure the College’s web pages are kept up to date.
* To deal with telephone, email and personal enquiries appropriately, executing

enquiries directly whenever possible and referring others to the appropriate member of staff.* General administration duties, including data entry, travel bookings, catering and room bookings, filing and photocopying.
 |
| **Internal and External relationships:*****Internal:***Academic and Administrative staff within the Faculty, current students, admissions team, all Faculty and Central Marketing and Communications, International Relations Office, Student Immigration Service***External:***Prospective students, parents, international agents, overseas educational institutions, Admissions Agencies, Professional bodies, AlumniYou will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance |

**![logo-uob-resize[1]]()**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Educated to A level standard, or equivalent qualifications with substantial experience | **✓** |  |

|  |  |  |
| --- | --- | --- |
| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Previous experience as an Administrator in a busy environment | ✓ |  |
| Experience of creating and maintaining filing systems, both electronically and in hard copy | ✓ |  |
| Experience of organising training events/workshops |  | ✓ |
| Experience of organising conferences and exhibitions |  | ✓ |
| Experience of working in higher education or similar environment  |  | ✓ |
| Experience of using a computerised finance system, eg Agresso |  | ✓ |

|  |  |  |
| --- | --- | --- |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| High standard of IT skills, with knowledge of MS Office, Database, and ability to quickly learn new IT packages | ✓ |  |
| Knowledge of web page maintenance |  | ✓ |
| Able to demonstrate excellent written and verbal communication skills | ✓ |  |
| Ability to interact effectively with people at all levels | ✓ |  |
| Information management skills, including a high level of accuracy, numeracy and attention to detail | ✓ |  |
| Excellent organisational skills, with ability to plan, prioritise and work to a timetable | ✓ |  |
| Flexibility of approach and willingness to learn new tasks | ✓ |  |
| Ability to work effectively in a team and willingness to support colleagues | ✓ |  |
| Able to work quickly and calmly under pressure and still maintain accuracy | ✓ |  |
| Willingness to work flexible hours occasionally, as and when required. | ✓ |  |

|  |
| --- |
| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.   |