



## Candidate Information

<b>Position:</b>	Research Administrator (Job-Share 0.5 FTE)
<b>School/Department:</b>	School of Social Sciences, Education and Social Work
<b>Reference:</b>	23/111104
<b>Closing Date:</b>	Monday 7 August 2023
<b>Salary:</b>	£36,333 - £43,155 per annum pro rata
<b>Anticipated Interview Date:</b>	Thursday 7 September 2023
<b>Duration:</b>	Fixed Term 24 months, or available until 31/08/2025, whichever is sooner

### JOB PURPOSE:

Reporting to the School Manager, the Research Administrator will provide high quality administrative support to the School Manager, Head of School, Director of Postgraduate Research and Director of Research to ensure the effective and efficient administration of research and postgraduate research provision within the School.

### MAJOR DUTIES:

1. Provide high quality administrative support for postgraduate and research provision across the School. This will include support for the Director of Postgraduate Research and the Director of Research.
2. Manage all administrative processes in relation to postgraduate research functions including PGR marketing and student recruitment across the School, PGR admissions and enrolment, financial administration, progress monitoring, and examinations.
3. Support all aspects of the School Postgraduate and Research Committees, including the Research Excellence Framework (REF) submission, student recruitment, student progress, in line with Institutional and Faculty targets and strategies.
4. Manage the administrative processes of the PGR student function within School with regard to QGIS, including enrolment, and progress monitoring, fully utilizing Research Student Life Cycle.
5. Assist in the management and implementation of developments or special projects arising from School strategies around postgraduate students and research initiatives including conference organisation and website update and development.
6. Liaise with colleagues in the Faculty Office in relation to inter-Faculty activities and initiatives, providing support as necessary.
7. Liaise with colleagues in Professional Support Directorates, in particular the Directorate of Academic and Student Affairs on matters relating to postgraduate students and the Research and Enterprise Directorate for Research related queries.
8. Undertake any other duties as may be reasonably required to support the School Manager within the general ambit of the post.

### ESSENTIAL CRITERIA:

1. Degree or equivalent and recent relevant experience in a student facing role in a Higher Education setting.
2. Experience of working with International Students.
3. To demonstrate interest in working with Higher Education students and international students and awareness of the needs of this group.
4. Cultural sensitivity to deal appropriately with international organisations and individuals.
5. Ability to produce and analyze information to inform complex management decisions, solve problems and provide sound advice and guidance.
6. Experience of writing content for and using social media platforms.
7. Supervisory or line management experience.
8. Experience of organising events i.e., conferences, seminars, workshops and social events.
9. Experience of creating, maintaining and use of IT for preparation of reports.
10. Ability to work effectively with staff, students and the public.
11. Able to communicate effectively through presentations to large and small groups.
12. Ability to deal confidently and tactfully with students who may be distressed.
13. Adaptable, flexible and emotionally robust to deal positively with a changing environment.
14. Ability to produce accurate work, under pressure and within agreed deadlines.

15. Ability to produce accurate work, under pressure with unscheduled, emergent cases.
16. Flexibility and willingness to work irregular hours on an occasional basis.
17. Ability to maintain strict confidentiality.
18. Ability to deal with challenging personal student experiences e.g. mental health, personal stressors and academic issues (reporting to appropriate staff member).

**DESIRABLE CRITERIA:**

1. Postgraduate or professional qualification in a relevant discipline.
2. Experience of supporting students to integrate into UK education.
3. Experience of using University systems.
4. Experience of developing online and classroom-based study skill resources.
5. Experience of servicing committees.
6. Experiences of degree pathway progression.
7. Positive and proactive.