



Candidate Information

Position:	CSIT Doctoral Training Programme Manager
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	23/111321
Closing Date:	Monday 6 November 2023
Salary:	£46,497 - £47,913 per annum
Anticipated Interview Date:	Thursday 16 November 2023
Duration:	Fixed Term for 42 months, or available until 31 March 2027, whichever is sooner.

JOB PURPOSE:

To work in partnership with the CSIT leadership team and CSIT's industry partners, in addition to relevant staff in the School of Electronics, Electrical Engineering and Computer Science, the Graduate School and Research and Enterprise at Queen's University Belfast to deliver the CSIT Doctoral Training Programme (DTP).

To act as primary admin/managerial support to the DTP Director for the operational delivery of the Centre, encompassing governance and accountability to funders, student experience, training programme and operational effectiveness.

MAJOR DUTIES:

1. To lead and manage DTP student business and all aspects of the DTP student experience, including support for the DTP training programme in order to ensure a first-class PhD experience for students and academic supervisors.
2. To support the DTP Director and leadership team in the implementation and on-going development of the DTP's research and training activities.
3. To conduct and maintain detailed reviews and analysis of the DTP's performance and evaluate operational performance against the multi-faceted objectives of the DTP. Develop and propose solutions to meet targets, and test solutions where they may not be obvious, taking into account constraints from education policies, funding body, industry and academic partners. Present results and put forward recommendations to support decision making, e.g. to the DTP Director, DTP Leadership Team, and taking independent actions where appropriate.
4. To lead on the organisation of DTP training events during the taught year and beyond. To lead the planning and support delivery of the taught programme, in particular where external partners contribute and visit the Universities. To support other student-led training and outreach activities, including workshops and seminar series. For new training activities where precedents may not exist, to lead on the development of innovative solutions, workflows and activity scheduling to ensure maximum value is delivered for resources deployed and to meet targets.
5. To support DTP staff in pursuit of activities to grow industry sponsorship, including developing and fostering good relationships with existing and new industrial consortium partners.
6. To use communication skills to pro-actively and independently advance such engagement with all stake-holders (industry, Universities, academics etc), involving directors where appropriate.
7. To lead on industry/consortium visits, often at short notice. Providing the senior DTP representational role and to take into account long-term implications for industry relationships.
8. To act as an ambassador for the CDT in facilitating links with external clients and stakeholders, often at senior/executive level both nationally and internationally.

ESSENTIAL CRITERIA:

1. Relevant first degree or equivalent professional qualification (or substantial management experience in a similar role).

2. Substantial relevant experience in student/academic administration in higher education including:
 - a. Project management across a broad range of activities.
 - b. Budget management.
 - c. Advice to student, academics and other stakeholders
 - d. Management reporting - collecting complex data, analysing key findings and summarising recommendations for senior staff.
 - e. Event management - successfully planning and hosting events, such as governance committees or research seminars.
 - f. Committee servicing.
 - g. Presenting to technical and non-technical audiences.
 - h. Support for training activities.
 - i. Use of appropriate networks.
3. Strong administrative IT skills, including email, word processing, spread sheets and data systems.
4. Proven ability to prioritise conflicting workloads, and to multi-task.
5. Experience in planning and executing schedules of work against annual cycles or set deadlines.
6. Effective communication skills, both written and verbal, and excellent report writing skills.
7. Excellent customer service skills, with experience of responding efficiently and effectively to phone and email enquiries.
8. Experience of conducting information giving and feedback meetings with stakeholder groups, such as academics and students.
9. Demonstrable ability to manage self and prioritise workload.
10. Proven ability to work independently and as a team member.
11. A pro-active approach.
12. Demonstrable ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority and to influence decision making.
13. Demonstrable understanding of the complexity of University priorities in an uncertain environment.
14. Ability to travel within UK and internationally.
15. Commitment to the integrity and confidentiality of all relevant processes, student data and industry information.

DESIRABLE CRITERIA:

1. Previous postgraduate education experience or postgraduate qualification in management Hold a PhD/EngD in a cognate field.
2. Experience of working between industry and HE stakeholders.
3. Previous experience and understanding of financial systems and processes.
4. Experience of working with postgraduate students.
5. Previous design and communication experience with webpages, social media, and newsletters.
6. Ability to take initiative and promote ideas and concepts.
7. A capacity for patience and tolerance with large numbers of students/staff, always maintaining sensitivity to their needs, particularly at times of peak working under pressure.