



## Candidate Information

<b>Position:</b>	DTP/CDT Co-Ordinator
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	24/112023
<b>Closing Date:</b>	Thursday 4 July 2024
<b>Salary:</b>	£32,024 to £36,744 per annum
<b>Anticipated Interview Date:</b>	Wednesday 24 July 2024
<b>Duration:</b>	Permanent - Full Time

### JOB PURPOSE:

To provide support, advice and administrative management in the operational delivery of the DTP and CDT programmes, operating in a consortium with a number of partner universities. The post holder will provide a key link between staff in the School of Biological Sciences and staff based at the consortiums to include: University of Lincoln, Aberdeen and Strathclyde. The role will also assist with the development of any future DTP/CDP proposals.

### MAJOR DUTIES:

1. To support the management of all doctoral training student business, including student recruitment, applications, training and the delivery of a high-class student experience.
2. To provide support for governance of DTP and CDT activities, attending meetings as a representative of the School as appropriate.
3. Co-ordinate an efficient and effective recruitment and admissions process, including receiving student applications; requesting references; setting up the interviews; answering all admissions queries and communicating with applicants. Maintain a database of applications, outcomes and admissions.
4. Management and co-ordination of the DTP studentship allocation process, involving working closely with academic and support staff, co-ordination of all documentation, scheduling meetings and reporting of outcomes within agreed timeframes.
5. Provide support, including management and reporting information for the current DTP/CDTs as well as planning data, for the bid process for their renewals and for any future proposed Doctoral Training Centres.
6. Organise and manage DTP/CDT events throughout the year as required, often involving external partners and visitors to the University.
7. Work closely with counterparts in partner institutions to organise and plan support arrangements at a consortium level, particularly in relation to governance and reporting requirements.
8. Servicing of relevant Management Boards, including reporting on relevant administrative, financial and governance requirements and related matters.
9. Work closely with the relevant staff to ensure that the annual (and other) reporting requirements are adhered to in relation to the consortium partners, relevant funding bodies, and also in relation to Faculty and Institutional needs.
10. Support the School Manager with financial planning, monitoring and reporting of all funding relating to the Doctoral Training initiatives.
11. Undertake any other reasonable duties within the general ambit of the post as required.

### ESSENTIAL CRITERIA:

1. A degree in a relevant area (or equivalent qualification)  
And
2. Recent, relevant experience in a student facing role in higher education including:
  - Experience providing advice to students, academics and other stakeholders
  - Management reporting – collecting and analysing data, and summarizing recommendations
  - Committee servicingOR

3. • Substantial recent, relevant experience in a student facing role in higher education including:
  - Experience providing advice to students, academics and other stakeholders
  - Management reporting – collecting and analysing data, and summarizing recommendations
  - Committee servicing

AND

4. Experience in planning and executing a schedule of work against annual cycles or set deadlines.
5. Strong administrative IT skills, including e-mail, word processing, spreadsheets and data systems.
6. Effective communication skills, both written and verbal, and excellent report writing skills.
7. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
8. Ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority.
9. Ability to plan, organise, prioritise work, and meet deadlines.
10. Ability to manage self and prioritise workload.
11. Ability to prioritise conflicting workloads, and to multi-task.
12. Ability to work in a team and independently.
13. Due to the nature of the role, flexibility of working hours will be required.
14. This role will require ad-hoc travel to the UK for partner meetings.

**DESIRABLE CRITERIA:**

1. Postgraduate qualification in a relevant area.
2. Experience of working in a PGR student facing role.
3. Experience in higher education environment.

**ADDITIONAL INFORMATION:**

Informal enquiries may be directed to [mary.devlin@qub.ac.uk](mailto:mary.devlin@qub.ac.uk)