

Candidate Information

Position:	Centre for Doctoral Training Manager
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	24/112151
Closing Date:	Monday 2 September 2024
Salary:	£49,054 - £60,284 per annum.
Anticipated Interview Date:	Tuesday 17 September 2024
Duration:	98 months

JOB PURPOSE:

To work in partnership with the leadership team of the EPSRC-funded Centre for Doctoral Training in Future Open Secure Networks (CDT-FORT), the relevant University Schools, Research Centres, Graduate Schools, Professional Support Services and industry partners in the formation and delivery of the CDT jointly run by Queen's University Belfast and the University of Surrey.

To act as primary admin/managerial support to the CDT-FORT Director and Co-Director for the operational delivery of the Centre, encompassing governance and accountability to funders, student experience, training programme and operational effectiveness, and to ensure the development and delivery of the CDT's strategic research and education objectives.

MAJOR DUTIES:

1. To support the Director and Co-Director in the implementation and on-going development of the CDT strategic operating plan.
2. To lead and manage CDT student business and all aspects of the CDT student experience, including support for the CDT training programme in order to ensure a first-class PhD experience for students and academic supervisors, with support from the Assistant Manager (who will be based at the University of Surrey).
3. To lead and manage CDT staff on the governance support for the committees and activities related to the CDT, and to represent the CDT at meetings across both Universities with senior management.
4. To conduct and maintain detailed reviews and analysis of the CDT's performance and evaluate operational performance against the multi-faceted objectives of the CDT. 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 CDT Leadership Team and CDT Advisory Board, and taking independent actions where appropriate.
5. To lead on the organisation of CDT training events throughout the overall programme, with support from the Assistant Manager. To lead the planning and support delivery of the taught elements, 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.
6. To support CDT staff in pursuit of activities to grow industry sponsorship, including developing and fostering good relationships with existing and new industrial consortium partners.
7. To use communication skills to pro-actively and independently advance such engagement with all stake-holders (industry, Universities, academics etc), involving directors where appropriate.
8. To lead on industry/consortium visits, often at short notice, providing the senior CDT representational role.
9. 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. Holding 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.