

Candidate Information

Position: CDT Administrator
School/Department: School of Chemistry and Chemical Engineering
Reference: 25/112848
Closing Date: Monday 15 September 2025
Salary: £35,136 - £36,184 (pro rata for 0.2 FTE)
Anticipated Interview Date: Monday 6 October 2025
Duration: 6 years, 1 month

JOB PURPOSE:

To be a highly productive, ambitious and collaborative member of the Centre for Doctoral Training in Negative Emission Technologies for Net Zero: Net2Zero project, assisting in the planning and delivery of project activity.

MAJOR DUTIES:

1. Provide administrative support, carrying out a range of specialist / complex administrative duties which involve using initiative and making decisions and managing own work from start to finish.
2. Use School/Directorate/University's processes and systems to prepare reports and other materials, delivering work in line with agreed quality standards, guidelines and procedures and adhering to the University's policies and procedures.
3. Responsible for working in line with data protection requirements and adhering to appropriate requirements for confidentiality.
4. Support the work of the Net2Zero CDT at QUB by organising and servicing meetings, preparing and circulating agendas, reports and minutes and compiling action lists ensuring that all actions are followed up.
5. Provide administrative/secretarial support to senior staff to contribute to the efficient and effective delivery of the business of the Net2Zero CDT e.g. diary management, preparation of confidential reports; drafting and typing of correspondence in line with University standards.
6. Organise events / conferences as required, by coordinating the associated arrangements and liaise with the relevant parties to ensure the events are administered effectively e.g. cost, time, attendance, room bookings, travel arrangements etc.
7. Assist in the monitoring of budgets by ensuring that purchase orders, invoices and expense claims are processed within the appropriate procedures.
8. Conduct and collate analysis of information, data and/or calculations and present results accurately and appropriately in accordance with relevant University procedures.
9. Make suggestions for improving service and efficiency, taking customer comments and feedback into account.

ESSENTIAL CRITERIA:

1. Undergraduate degree or equivalent.
2. Some practical experience of applying specialist skills and techniques required for the role:
 - A proven track record of assisting research or commercial activities and projects.
 - A proven track record of document management.
 - A proven track record of organising project meetings.
 - A proven track record of liaising with various stakeholders.
 - Experience in planning and executing a schedule of work against annual cycles or set deadlines.
3. Ability to work as part of a team.
4. Practical problem solving skills.
5. Strong administrative IT skills (Microsoft Office), including e-mail, word processing, spreadsheets and data systems.
6. Ability to assess and organise resources.
7. Effective communication skills, both written and verbal, and excellent report writing skills.
8. Commitment to continuous professional development.

DESIRABLE CRITERIA:

1. Recent, relevant experience in a student facing role in higher education.
2. Understanding of doctoral education.