

Candidate Information

Position:	Project Co-ordinator
School/Department:	School of Biological Sciences
Reference:	26/113276
Closing Date:	Monday 4 May 2026
Salary:	£32,186 to £35,912 pro rata per annum (actual salary £16,093 to £18,456 for 0.5 FTE)
Anticipated Interview Date:	Wednesday 13 May 2026
Duration:	Fixed term available for 37 months

JOB PURPOSE:

To provide support, advice and administrative management in the delivery of the SUSTAIN Centre for Doctoral Training (CDT), operating in a consortium with a number of partner universities, and support the activities of the QUB SUSTAIN Principal Investigator. The CDT will provide a cross-disciplinary, multi-institution doctoral training program to support innovative research in the application of Artificial Intelligence (AI) to sustainable agri-food. It will cover technical and social science aspects of AI, alongside training in plant, animal and/or biosciences, tailored to individual students' needs and interests. An ongoing, integrated research training programme will take place throughout the PhD journey, including participation in conferences, summer schools, and taught modules offered at the four partner institutions.

The post holder will provide a key link between the School of Biological Sciences and the partner institutions including the Lincoln Institute for Agri-Food Technology (LIAT), the Lincoln Centre for Autonomous Systems (L-CAS), the Universities of Aberdeen, and University of Strathclyde.

MAJOR DUTIES:

1. Support the administration and governance of the SUSTAIN Centre for Doctoral Training (CDT); including administration of meetings, preparation of documents, preparation and circulation of agenda papers, organisation and communication, effective minute-taking and reporting.
2. Liaise with the coordinating SUSTAIN Administrative support Team and with the administrators in the other SUSTAIN organizations to achieve between centres coordination. This may include planning and organization of partner meetings, symposia and conferences as required.
3. Organise and support the work of the CDT by including management and reporting information both within QUB and SUSTAIN.
4. Co-ordinate an efficient and effective recruitment and admissions process, including receiving student applications; requesting references; setting up interviews; answering admissions queries and communicating with applicants. Maintain a database of applications, outcomes and admissions. Work closely with the School PGR team.
5. Support the Lead PI with report writing, co-ordinating partner reports and ensuring reports are delivered to schedule.
6. Monitor and support SUSTAIN students registered at QUB, irrespective of their School of registration, especially in relation to their progress monitoring.
7. Liaise closely with the supervisors, both at Queen's and elsewhere, of QUB registered students to ensure that SUSTAIN objectives and administrative obligations are met.
8. Organise QUB cohort related activities, including team building events such as regular student and supervisor meetings, Seminars etc.
9. Provide a confidential administrative support to the Lead PI including the organisation of office procedures; co-ordination and management of the Lead's diary and complex travel arrangements; liaising with internal staff and external groups as appropriate; composing and producing correspondence in line with the Lead's instructions.

10. Responsible for financial administration, including processing purchase orders, invoices, expenses, monitoring through QFIS and support the Lead PI with control of expenditure in line with University rules and regulations, and the rules and regulations of the funding body.
11. Set up and maintain electronic and manual filing systems as required by the project team and in line with University rules and regulations.
12. Organise and manage CDT events throughout the year as required, often involving external partners.
13. 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.
14. Undertake any other reasonable duties within the general ambit of the post as required and directed by the Lead PI.

ESSENTIAL CRITERIA:

1. *Academic and/or vocational qualifications ie NVQ Level 3, A levels in relevant subject (or equivalent) and 4 years relevant work experience or substantial relevant work experience (minimum 6 years).
2. *4 years relevant experience to include:
 - Operational planning and project management experience to include experience managing a varied workload as well as a number of projects and to balance competing pressures, deadlines and demands.
 - A proven record in the management and administration of resources, including analysing and reporting.
 - Experience of working directly with internal and external stakeholders, providing a high level of service.
 - Experience of servicing meetings, to include taking and drafting minutes, preparing reports.
3. IT literate with up to date knowledge of relevant computer packages, in particular databases and spreadsheets, and generation of reports from same.
4. Understanding of International Student Compliance Engagement, monitoring and reporting.
5. Excellent communication (oral and written) and interpersonal skills.
6. Ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority.
7. Analytical skills to be able to interpret and report on statistical data.
8. Ability to work as part of a team.
9. Organisational and time management skills and ability to plan and organise short term activities and events.
10. Flexible, willing to adapt to new tasks and duties.
11. Understanding of multi-cultural environments within CDT operates.
12. Due to the nature of the role, flexibility of working hours will be required.

ADDITIONAL INFORMATION:

This role is 0.5 FTE (18.5hrs per week) and the working pattern will be across Tuesday to Thursday inclusive.

Informal contact: Wangui Chege w.chege@qub.ac.uk