

JOB DESCRIPTION

Job Title:	Doctoral Programme Manager (UK Food Systems Centre for Doctoral Training)	Grade:	SG7
Department:	Natural Resources Institute (NRI)	Date of Job Evaluation:	October 2023
Role reports to:	Awards & Grants Manager	SOC Code:	TBC
Direct Reports	UKFS-CDT Project Administrator PGRTA JobShop Students		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

To manage the daily operation of the UK Food Systems Centre for Doctoral Training (UKFS-CT). The UKFS-CDT provides a unique opportunity for transformative and interdisciplinary food systems research. Led by the Natural Resources Institute of the University of Greenwich, the UKFS-CDT aims to develop the next generation of food system change makers for a healthy and sustainable food future.

The CDT provides training for up to 60 doctoral researchers, under direction of the funders (UKRI/BBSRC), the Director/Deputy Vice Chancellor (Professor Andrew Westby), and the Management Committee and the Research and Training Committee (with membership from the Consortium Partners). The Consortium Partners are University of Greenwich, UCL, Royal Veterinary College, Aberystwyth University, City University of London, University of Sussex, Brunel University London, NIAB East Malling and Rothamsted Research.

Doctoral Programme Manager

Under the direction of the UK Food Systems CDT Director, the Doctoral Programme Manager manages the daily operation of the UKFS-CDT. The consortium led by the University of Greenwich (via NRI) won £5 Million grant funding from UKRI as part of the Transforming UK Food Systems, Strategic Priority Fund. This is matched funded with a similar amount of funding from consortium partners.

The aim of the UKFS-CDT is to train ca. 60 PhD researchers. Alongside the PhD programme is the UKFS-CDT Academy, which creates a dynamic learning network that brings together doctoral researchers, academic supervisors, and associate partners from government, business and civil society organisations.

The Doctoral Programme Manager's responsibility is to manage the daily operation of the UKFS-CDT programme. Key activities include:

- PhD Programme: Support PhD training including support to equality diversity and inclusion, ethics, transfers between universities, analyse student feedback and incorporate feedback into the programme, meeting and communicating with students about any issues they have. Interface with Greenwich UKVI on international student issues.
- Academy: working with key stakeholders, support the growth of the UKFS Academy, facilitate the co-funding of studentship (largely complete at this stage), manage events and networking between Academy Members and PhD students.
- Project Management: Creating timelines and deadlines (via Gantt chart and project management tools), facilitating weekly meeting with the CDT Management Team, Academics Co-managers as a team and individual meetings, managing the team to ensure actions and deadlines are met
- Finance: controlling and managing financial spend against the £5million budget (and other contributions), overseeing each student's individual budget, invoices and purchase orders for training, events, resources etc.
- Governance: Assisting the Director with the Management Committee and Research & Training Committee, various working groups, and student representatives, communicating with committee Members, and presenting at Committees.
- Communication: Operating the data bases of stakeholders of PhD students, supervisors, Committee Members, Working groups, Associate Partners, Interviewers and short listers etc. Managing the email inbox, taking phone calls etc.

KEY ACCOUNTABILITIES:

The Doctoral Programme Manager will co-manage maintenance of the UKFS-CDT, providing programme management, assisting the Director alongside the two Academic Co-Managers. This role requires close liaison with the NRI management team, Committee Members representing the nine Consortium Partners, applicants, PhD researchers, Associate Partners, NRI scientific and administrative staff and other University of Greenwich (UoG) senior academic and administrative staff. The role is dynamic and will continue to change and develop as the establishment of the CDT continues. The role requires both proactive planning of future deadlines, as well as reacting to demands from the stakeholders as per the nature of establishing a new, and novel programme. Flexibility and the ability to work independently, will be necessary to ensure that key accountabilities are delivered to a high standard and to strict deadlines.

The UKFS-CDT Programme Manager works closely with the PhD students, and the Academic Co-Managers, facilitating students' wellbeing services, having personal /potentially difficult conversations with students, and raising wellbeing and duty of care concerns with the applicable teams.

Team Specific:

- Assist the Director of the CDT (Deputy Vice Chancellor) and wider team with coordination and communications

- Support operation of the CDT Management Committee and CDT Research & Training Committee, including drafting and circulating papers, presenting at committee meetings answering queries, organising sub-team meetings and creating & maintaining spreadsheets and documents.
- Working with the Academic Co-Managers (Doctorial Programme and the Academy) with the organisation of events, corresponding with PhD students, academics, the funders etc. answering queries (via email, phone), creating and maintaining spreadsheets alongside other documents and other relevant tasks.
- Act as a first point of contact for students with financial and operational issues relating to their PhD programmes. Signpost students to academic support as, when and where appropriate.
- Provide and coordinate financial, academic or other support for the PhD researchers throughout their 4-year programme based across nine partner institutions.
- Manage financial spend within the grant budget (£5million) and carry-out financial management in support of the Project Director, which will include sub-contractual issues with partners.
- Liaising with the funding body (UKRI) on contractual and financial issues of a £5million Grant.
- Liaising with other partners at the eight partner organisations on contractual and financial issues
- Manage the communication plan, including social media accounts to advertise, engage and build the network for the UKFS-CDT with students, academics, business, civil society and government.
- Manage the project and administrative tasks the UK Food Systems CDT Management Team required and delegating to the CDT Project Administrator when necessary.
- Respond to ad-hoc queries/enquiries in a timely and effective manner.

Generic:

- Work independently, managing the daily operation of the the UK Food Systems CDT and associated Academy.
- Support delivery of the training programme for up to 60 doctoral students in the field of the UK Food Systems.
- Working with colleagues, to build a network that brings together doctoral researchers, academic supervisors, and our associate partners from government, business and civil society organisations who interact with the UK Food System.
- Assist the Director/Deputy Vice Chancellor and Academic Co-Managers to deliver goals which have been agreed via contract with the grant funders.
- Assist the Director/Deputy Vice Chancellor and Academic Co-Managers to ensuring the consortium partners deliver upon their goals agreed via contract.
- Assist the Director/Deputy Vice Chancellor and Academic Co-Managers to ensure the University of Greenwich, NRI's and other Consortium partners financial, legal and EDI regulations and requirements are adhered to.

Managing Self:

- Maintain a proactive approach to ensuring both current and future operational needs of the UK Food Systems-CDT and NRI are met.
- Continuously improve own knowledge of people, administrative systems and University working policy.
- Maintain own continuous professional development.
- Continuously strengthen effective interpersonal skills.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the UKFS-CDT delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Effectiveness to provide programme management in relation to the UKFS-CDT ca. 60 PhD candidates (over a 3-year period) and continued admin support throughout their 4-year programme.
- Effectiveness to provide programme management in relation to the UKFS-CDT Academy and supporting building the Academy's network of partners strengthening year on year.
- Ensuring the UKFS-CDT team meet required deadlines.
- Yearly goals met (monitored/measured through the UoG Annual Staff Appraisal).
- Production and delivery of work and set tasks to agreed timescales, quality and to plan.

KEY RELATIONSHIPS (Internal & External):

- NRI's Management Team (Director, Academic Co-Managers and NRI Admin staff).

- UK Food Systems Management and Research & Training Committees (representatives from nine consortium partner universities and research institutes).
- UK Food Systems- CDT PhD researchers (Up to 60 students)
- UK Food Systems CDT-Academy potential and Associate partners in academia, business, government and Civil Society. (Currently over 60 organisations and growing).
- Other external parties interested in the UK Food Systems-CDT.
- NRI's Project Finance Manager and Financial Management Accountant.
- Academic and administrative staff representing the Consortium and Associate Partners.
- External donor (UKRI) agency staff and managers.
- Administrative colleagues in NRI.
- Members of NRI academic staff.
- Senior Academic staff from within the consortium
- Administrative staff in other University Offices.

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of Higher Education Systems. • Knowledge and understanding of administration of UK Research and Innovation funding (specifically JES) and/or similar externally funded projects • Experience of coordinating board and/or committee meetings • Experience of working to and meeting deadlines • Experience of organising events (online and in-person) • Experience of managing projects, including creating timelines and deadlines • Experience of marketing, including using social media • Experience of managing financial spend and working within agreed budget • Experience of financial reconciliation • Experience of office administration and using office systems in a busy office environment • Experience of liaison with senior staff and a wide range of stakeholders including customers • Working with external stakeholders. <p>Skills</p> <ul style="list-style-type: none"> • Excellent organisational skills • Co-ordinating teamwork and build the team dynamics • Working to deadlines • A high standard of written and spoken English to be used to communicate with a variety of audiences 	<p>Experience</p> <ul style="list-style-type: none"> • Management of doctoral researchers. <p>Skills</p> <ul style="list-style-type: none"> • Presentation and public speaking skills.

- Ability to multi-task and manage competing priorities to agreed deadlines
- Demonstrable ability to present financial data
- Good analytical skills and judgement
- Ability to work effectively as part of a team and on own initiative.
- Excellent effective interpersonal and oral communication skills.

Qualifications

- Undergraduate degree or similar relevant experience.
- Excellent standard of general education.

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful

Qualifications

- Project management qualifications.

Personal attributes

- N/A