

JOB DESCRIPTION

Job Title: Doctoral Programme Manager

Grade: SG7

Department: FES, Natural Resources Institute (NRI)

Responsible to: Awards and Grants Manager

Responsible for: N/A

Key Contacts:

NRI Management Team (Director, Academic Co-Managers and NRI Admin Staff).

Standard Occupational Classification (SoC Code): TBC

Non-Contractual Nature of Role Profile: 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 or Doctoral Training (UKFS-CT). The UKFS-CT provides a unique opportunity for transformative and interdisciplinary food systems research. Led by the Natural Resources Institute of the University of Greenwich, the UKFS-CT 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. The UKFS-CT size has increased significantly since its conception, the first cohort has 15 PhD students, the second cohort has 16, and the third cohort will have up to 28. The majority of studentships are co-funded by Consortium Members, and organisations from the Food Systems Academy.

KEY ACCOUNTABILITIES

The Doctoral Programme Manager will co-manage the establishment and maintenance of the UKFS-CT, 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.

Doctoral Programme Manager Specific

Under the direction of the UK Food Systems Director and working with equivalent responsibility with the two Academic Co-Managers (of the Doctoral Programme and the Academy), the Doctoral Programme Manager manages the daily operation of the UKFS-CDT. The University of Greenwich (via NRI) won £5 Million grant funding offered by 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 over 60 PhD researchers, alongside the complimentary UKFS-CDT Academy, which will bring together 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. Example of the core purpose of the role are detailed here, but not limited to:

- PhD Programme: Recruitment with the aim to accept at least 60 PhD researchers, training, equality diversity and inclusion, ethics, transfers between universities, analysis student feedback and feedback into the programme, meeting and communicating with students about any issues they have. Interface with UKVI issues for international student issues.
- Academy: working with key stakeholders, support the growth of the UKFS Academy, facilitate the co-funding of studentship, 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 (1 per week), Academics Co-managers as a team (1 per week) and individual meetings (1 per week with each Co-Manager), 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 PO for training, events, resources etc.
- Governance: Assisting the Director with the Management and Research & Training Committees, 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.

The role requires a proactive approach, working across with the UKFS-CDT NRI Management Team alongside the Management and Research & Training

Committees – made up of senior academics from the nine-partner Academic and Research Institutions, supporting the UKFS-CDT, in a fast-paced and deadline driven environment. The role is responsible for organising the high-level programme management, timelines and deadlines as well as details including working with candidate, and students personally to ensure their PhD journey is delivering for their needs. Effectively communicating with external academics, Associate Partners, applicants and students once registered will be critical to success of the programme.

The UKFS-CDT – Programme Manager is responsible for ensuring the operational delivery of training, delivered by Academics from NRI, UoG, the Consortium Partners and external facilitators. Furthermore, facilitating the supervisor/ student relationship via managing training events, communicating, and advising about the UKFS-CDT programme, and working with the Co-Manager to deliver the kernel catalogue,

rotation placements, and transfers to Consortium Partners. This includes facilitating the complex ethics process, due to rotations taking place at the nine partner institutions.

The management tasks are wide-ranging, initially assisting the Deputy Vice

Chancellor to coordinate and manage the two committee groups and establish and maintain communication between the nine consortium partners. In addition, managing and organising events for the UKFS-CDT Academy engaging with potential and new academy partners.

Alongside managing the recruitment process, with embedded equality, diversity, and inclusion (EDI). The tasks include advertisement, organising events to promote and engage with potential applicants to the UKFS-CDT. Communication, support and advice continue throughout the application process administering over 200 applications and 100 interviews (per cohort), answering queries of applicants, and ensure the coordination between applicants, the Management Team and Committee members, analysing data to report to Committee Members. The UKFSCDT Programme Manager plays a key role in facilitating the co-funding of studentship, collaborating with partners to allocated suitable candidates, to suitable research topics. This role is responsible for the professional recruitment of PhD researchers, including providing on-going support to the researchers once they start their 4-year PhD programme.

This is the first Centre for Doctoral Training won by the University of Greenwich and it is understood that it is the first in the Alliance group of universities. It is significantly more complex to administer than standard PhD students because of:

- The CDT management team is designing this novel programme for the first time, and the university aims to have more CDT programmes in the future
- Managing the relationship with a range of stakeholders from funders, over 300 academics from the 9 Consortium Partners, at least 120 PhD supervisors, and 120 kernel supervisors, c60 doctoral researchers, c70 academy members, and external facilitators and trainers
- Attracting mature students adds an extra layer of complexity for students attending training, as they manage existing external commitments.
- Equality, Diversity and Inclusion (EDI) is embedded into the recruitment and training
- Co-funders rules in relation to international students adds additional complexity with recruitment, registration, and supporting the international students
- Negotiating with co-funders of studentship (from business, government and civil society, and academia).
- Fulfilling the commitment to co-fund significantly higher number of studentships that the funders provide.
- The need to organise rotations between partners and support students in this process (2 per students).
- The need to change the registration of the majority of students to other academic partners after year 1.
- The need to organise placements for the students in years 2 and 3.
- The need to support the effective operation of the academy.
- Logistics and communication are more complex, due to working with nine partners, and students have academics supervisors from at least two partners. For example, laptop and IT equipment ownership, access documents on the secure UoG system, students needing affiliate account with the University of Greenwich, if registered elsewhere.

Team Specific:

- Assist the Director of the CDT (Deputy Vice Chancellor) and wider team with coordination and communications with the Management and Research & Training Committees, 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 and establishing the UK Food Systems CDT and Academy.
- Manage the recruitment process recruiting and training over 60 PhD 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 Institute are met.
- Continuously improve own knowledge of people, administrative systems and University working policy.
- Maintain own continuous professional development (CPD).
- Continuously strengthen effective interpersonal skills.

Core Requirements:

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting 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 NRI delivers the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Effectiveness to provide programme management in relation to the UKFS-CDT and recruiting above 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 candidates (100s of candidates apply per cohort)
- 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

EXPERIENCE:

Essential Criteria

- Experience of Higher Education Systems, including specifically management of doctoral researchers
- 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 in project management, maintaining records and monitoring expenditure
- Experience of liaison with senior staff and a wide range of stake holders including customers
- University of Greenwich financial and administrative systems
- Working with external stakeholders.
- Working knowledge in the subject matter of the PhD.

Desirable Criteria

- Postgraduate degree in food and/ or agricultural related topic.

SKILLS:

Essential Criteria

- 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.
- 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.

Desirable Criteria

- Presentation and public speaking skills.

QUALIFICATIONS:

Essential Criteria

- Undergraduate degree in food and/or agricultural or another relevant subject.
- Excellent standard of general education.

Desirable Criteria

- Project Management qualifications.

PERSONAL ATTRIBUTES:**Essential Criteria**

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

Desirable Criteria

- N/A