

University of Greenwich

JOB DESCRIPTION

Job Title:	Postgraduate Administrator (Research) - Part time	Grade:	SG5
Department:	Pharmacy	Date of Job Evaluation:	August 2018
Role reports to:	School Administrative Manager		
Direct Reports	N/A		
Indirect Reports:	Director of Research Graduate Studies		
Other Key contacts:			

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. Although the post-holder is defined as the administrator for the outlined areas, it is intended that the post-holder will work as part of a team and gain knowledge of other key areas.

PURPOSE OF ROLE:

- To provide a high quality administration for aspects relating to postgraduate research within the school.
- To be a key point of contact for all new and existing postgraduate research students in need of information and advice.

KEY ACCOUNTABILITIES:

Research Programme Administration

- To work under the supervision of the School Administrative Manager Director of Graduate Studies for the delivery of all functions within the Postgraduate Research (PGR) student lifecycle.
- To take the administrative lead in organising the following activities:
 - Assisting staff in postgraduate research recruitment;
 - Responding to all aspects of initial enquiries from prospective students;
 - Receiving and distributing application forms to relevant subject area academics in a timely manner;
 - Liaising with the central admissions team regarding decisions/start dates;
 - Building electronic student files;
 - Liaise with students regarding accommodation and funding;
 - Working with central finance and student service departments in creating student records;
 - Resource allocation (research office space, computer)
 - Liaising with the relevant departments to ensure student participation complies with UK Border Agency requirements;
 - Carry out periodic checks to ensure visa and funding extends to PhD completion date;
 - Student interruptions and withdrawals;
 - Submissions, vivas and awards;
 - Graduation
 - Act as secretary for the Graduate Research Committee
 - Attend Research Network meetings arranged by the Graduate School.
 - Graduate Teaching Assistant support
 - Postgraduate research induction programme administrative and sessional support

Admissions/Induction

- To manage the PGR student admissions process, and liaise with the central admissions team.
- Introduce new research students to members of staff.
- Liaise with the Health and Safety officer to ensure all new starters receive briefing.

Progressions

University of Greenwich

- Ensure the academic supervisor and student are aware of the PhD procedures.
- Maintain records of academic progress and ensure follow-up actions are undertaken:
 - Liaise with academic supervisors regarding transfer paperwork;
 - Ensure paperwork is complete and submitted to central student services in a timely manner;
 - Ensure change of programme from MPhil to PhD is amended and proposed PhD title is included on the university in-house system;

Thesis submission and congregations

- Confirm completion dates with supervisors.
- Liaise with student services regarding intention to complete.
- Ensure student status is changed on the university in-house systems.
- Ensure academic supervisors and students complete recommendation of examiners form.
- Set up viva dates to suit internal and external participants.
- Ensure external examiners are sent paperwork in a timely manner.
- Manage all aspects of viva examinations booking suitable space and catering.
- Ensure all correspondence following the viva examination is completed in a timely manner and deadlines are set for submission of any outstanding corrections or reports.
- Liaise with faculty personnel to ensure pass lists are signed off by the Dean to enable to students to graduate.

Core Requirements

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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.

Additional Requirements:

To understand the university and schools administration cycle. Be aware of all functions within the school.
To undertake other duties as may be reasonably required.

KEY PERFORMANCE INDICATORS:

KEY RELATIONSHIPS (Internal & External):

Internal

School senior team members

All academic and support staff

Faculty personnel

Research services

University central support departments: Student Services, Finance, Recruitment and Admissions office, Research office, International office

External

External examiners

External research co-collaborators

Professional bodies

University of Greenwich

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Significant experience of administration in a highly pressured environment or a similar large, complex organisation. • Experience of prioritising, setting goals and working under pressure to tight deadlines. • Experience in data collection using spreadsheets and/or databases. • Working collaboratively with academic staff. <p>Skills</p> <ul style="list-style-type: none"> • Strong IT skills, in particular MS Office (Excel, Word, Outlook and Access). • Excellent organisational skills, with the ability to prioritise, organise and manage a varied, changing and demanding workload without constant supervision. • Ability to work flexibly as required to deliver completed tasks on time. • Ability to develop, implement, input and produce reports from computerised record systems. • Ability to collaborate and engage effectively with a wide range of colleagues including senior managers and academics. • Ability to contribute to ideas and the development of the role. <p>Qualifications Educated to a degree level or equivalent experience</p>	<p>Experience</p> <ul style="list-style-type: none"> • Administration experience in a Higher Education Institution. • Developing practical systems. • Knowledge of Research services/REF procedures. • Knowledge of bespoke student record databases <p>Skills</p> <ul style="list-style-type: none"> • Understanding of PGR administration • Ability to multi-task under pressure • Ability to collaborate, build effective relationships and partnerships • Ability to question, evaluate, review and develop processes as a result.

Signature(s)

Date of issue.....