

# Job Description

**Job title:** Research Student Officer (Fees and Finance)

**Post number:** P007450

**Reports to:** Deputy Head of the Doctoral College

**Department/School:** Academic Services/Registry

**Grade:** 5

## Purpose of the role

Working with the Deputy Head of the Doctoral College you will be responsible for oversight of all postgraduate research grants and the University’s studentship allocation as well as the team’s work on fees and stipend payments to funded students. You will liaise with external partners, University Finance Office, Research Services and academic Schools to ensure existing stipends are paid, fees raised, and new studentships are properly costed and established. The post-holder will be expected to lead on all issues concerning postgraduate research student fees and payments including expenses. The role is based in the Doctoral College office within Academic Registry and is required to oversee a budget of about £1million, contributing to funding for c.100 students.

## Line management responsibility for: None

## Main areas of responsibility:

* To manage the processes supporting the calculation and payment of all funded postgraduate research student payments, including stipends, using the University’s eFinancials system, to ensure timely and accurate distribution of funds to students.
* To manage the processes for the accurate calculation and raising of all postgraduate research student fees.
* To liaise with Schools over the management of any consumable or additional Research Training Support Grants within university grants and to issue all studentship funding offers to applicants, ensuring compliance with University, Research Council and other funder requirements.
* Working closely with the Finance Department, to oversee and report on the overall spend against postgraduate research grants (relating to Doctoral Training Partnerships or otherwise) and the university studentship allocation, ensuring compliance with University, Research Council and other funder requirements.
* To work with Schools, the University Research Office and external partners to assist in the establishment and payment of postgraduate research studentships funded by research grants.
* To monitor university studentship liabilities, including projecting forward, to inform future strategic budgetary decisions.
* To calculate and process supervisor recharge payments to Schools.
* To advise schools and other colleagues on all issues regarding postgraduate research student fees and payments and help resolve issues concerning these.
* Completion of all administration in relation to managing and reporting on postgraduate research student fees and payments and related spending including expenses.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act
* To work in accordance with the Data Protection Act

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Experience of the UK HE sector and administration, preferably with knowledge of the postgraduate research environment [A,I]
* An understanding of the requirements of external research agencies or other funders of higher education [A,I]
* Strong numeracy skills in order to be able to undertake accurate calculations involving many individual cases each with different circumstances [A,I,E]
* Able to interpret, apply and communicate information confidently to stakeholders at a range of levels and work areas, demonstrating sensitivity and diplomacy (including influencing skills) when communicating complex or difficult information, both orally and in writing [A,I]
* Able to work systematically with the ability to plan and prioritise a range of work; to meet priorities and deadlines with minimum supervision [A,I]
* Excellent level of computer skills, including Microsoft Office, databases and online systems [A,I]
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| **Qualifications** |
| * Educated to degree level or other evidence of high level analytical, problem solving and communication skills [A]
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| **Experience** |
| * Experience of dealing with financial matters within a large organisation: e.g. tracking income, authorising payments and budget forecasting [A,I]
* Experience of developing and implementing policies and processes; ability to apply innovative solutions [A,I]
* Experience of working with complex regulations in order to be able to make individual decisions based on general rules [A,I]
* Experience of working as part of a team, sharing good practice and developing effective professional relationships [A,I]
 |
| **Managing people** |
| Not required |
| **Physical demands and/or other requirements** |
| None |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

## DBS (Disclosure & Barring Service)

Not required

Date: **April 2024**