

# Job Description

**Job title:** Research Student Administrator

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

**Department/School:** Academic Registry, Moulsecoomb

**Grade:** 4

## Purpose of the role

Working within the busy Doctoral College Team, you will carry out a wide range of administrative activities to ensure the provision of a professional and efficient administrative and enquiry service for postgraduate research applicants, students, supervisors and other key stakeholders, as well as advising on student processes and providing general administrative support as required by the Head of the Doctoral College and the Directors of Doctoral Studies.

## Line management responsibility for: N/A

## Main areas of responsibility:

* To be responsible for the administration of all research student processes relating to students enrolled within a specified school or schools (including, where applicable, Professional Doctorate), ensuring compliance with university regulations and procedures and for building relationships with the Doctoral Studies Leads, supervisors and other key stakeholders.
* To be responsible for the procedures surrounding admissions of individual candidates including providing advice on application procedures to applicants and potential supervisors, scheduling interviews, checking qualifications, making fee in line with relevant university regulations and procedures, referring more complex cases as appropriate.
* To maintain an overview of and report on the status of all research students within the post-holders area of responsibility. This includes ensuring that students are enrolled, within their specified time for completion and that key stages are undertaken at the allotted times, as well as providing updates on student progress to supervisors, students, Schools and Directors of Doctoral Studies and reminders regarding outstanding and forthcoming deadlines.
* To be responsible for co-ordinating relevant student paperwork and maintaining accurate student records both on the student record system and files both electronic and hard copy, ensuring records are kept up-to-date, in line with university procedures and regulations.
* To arrange and service student meetings in line with current research student procedures, including agenda setting, circulation of papers, producing accurate minutes and ensuring that follow-up actions are completed.
* To make recommendations for amendments to processes and regulations designed to improve efficiency or to enhance the student experience for consideration at Doctoral College Team meetings. To implement newly approved processes and regulations.
* To provide a professional and efficient advice service for staff and students and other relevant stakeholders both in person and electronically in respect of research student processes. To give advice and guidance on research student regulations and processes referring more complex queries as appropriate and provide opportunities for in-person consultations with students and staff working on campuses other than the one on which the administrator is normally based.
* To develop an overview of the general subject areas which postgraduate research students may be admitted to study across the university; with a particular reference to the schools for which the post-holder is administratively responsible.
* To provide site-specific information to research students including the co-ordination of induction programmes in liaison with relevant staff from Schools and learning resources.
* To provide general administrative support as required by the Head of the Doctoral College, including but not limited to assisting with special projects, research student events, Academic Service-wide events and committee servicing. This may involve occasional working on other sites.

## 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, Diversity, and Inclusion 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 2018 and UK GDPR

# 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** |
| * Excellent communication skills. (A, E, I)
* Able to write persuasive, clear and concise correspondence and reports. (E, I)
* Meets agreed priorities and deadlines with a minimum of supervision. (A, I)
* Solves problems and develops plans successfully. (A, I)
* Is systematic and efficient with good attention to detail. (A, I)
* A sensitive and professional approach to dealing with confidential and sensitive matters. (A, I)
* Ability to establish good working relationships with staff and students at all levels. (A,I)
* Good knowledge of databases, word processing and spreadsheet packages. (A, I)
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| **Qualifications** |
| * A good standard of education to include Maths and English, or equivalent experience. (A)
 |
| **Experience** |
| * Proven experience in administration. (A, I)
 |
| **Physical demands and/or other requirements** |
| * The ability to use display screen equipment for periods in accordance with DSE guidance. (I)
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# 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).

Date: **September 2024**