

Job Description

Doctoral College Coordinator (maternity cover)
Professional Services

Research Innovation and Business Engagement



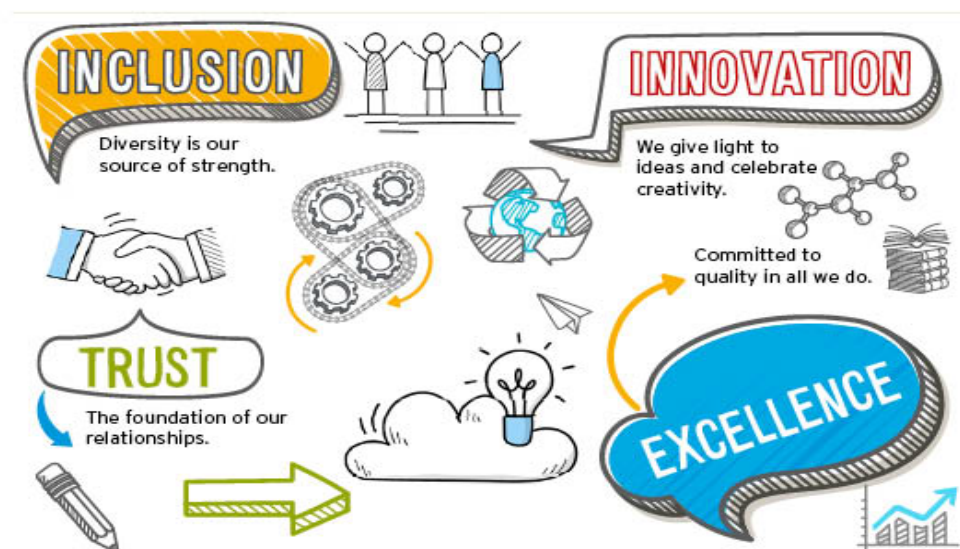
Brief summary of the role

Role title:	Doctoral College Coordinator (maternity cover)
Grade:	6
Faculty or Directorate:	Research Innovation and Business Engagement
Service or Department:	Professional Services
Location:	Main Campus, hybrid
Reports to:	Doctoral College Manager
Responsible for:	Doctoral College Administrators
Work pattern:	Full Time, flexible working considered Occasional work at evenings or weekends in support of key events on the PGR student journey

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• Level 3 qualification or HND qualification or equivalent qualification or experience
Desirable	• ECDL or equivalent Membership of AHEP or equivalent

Experience, skills, and knowledge

Essential	• Experience of working in an administrative role • Experience of supervising or coordinating staff • Experience of using a variety of IT packages to a high standard • Experience of efficiently servicing meetings • Ability to understand, interpret, disseminate and work to a range of established procedures • Ability to maintain, analyse and present information and data • Ability to prepare reports and deal with a wide range of correspondence and prepare and present appropriate responses
------------------	--

	• Accuracy and attention to detail • Ability to prioritise and coordinate own workload, managing own time and working to set deadlines • Ability to supervise and co-ordinate a team across multiple workloads and tasks • Excellent communication and interpersonal skills, and ability to deliver exceptional customer service with a commitment to delivering excellent PGR student and research staff experience
Desirable	• Experience of working in higher education • Experience of managing staff • Experience of working with PGR student-focused environments • Track record of commitment to values of Equality, Diversity and Inclusion in context of PGR provision

Personal attributes

Essential	• Commitment to delivering excellent PGR student and research staff experience • Discretion, sensitivity and understanding of confidentiality • Commitment to continuing professional development of self and team • Commitment to the University's values of excellence, inclusion, innovation and trust
------------------	--

Desirable	• NA
------------------	--

Main purpose of the role

To provide maternity cover for our Doctoral College Coordinators. To coordinate administrative processes in support of postgraduate research (PGR) students and research staff journeys, ensuring the provision of high-quality support to academic staff, students and other stakeholders. Work as part of a team of Doctoral College Administrative staff and to line manage and supervise Doctoral College Administrators.

Main duties and responsibilities

1. To coordinate Doctoral College activities to provide high quality administrative and customer services to PGR students, academic staff and other stakeholders.
2. To provide support for, and coordination of, administrative aspects of both the Doctoral College and the Research Culture Team.
3. To organise and coordinate the key administrative and operational activities associated with the PGR student journey and programme delivery from the point of enrolment through to graduation. This will include, but not be limited to, the following areas of work:
 - Enrolment, welcome and induction
 - Support allocation and approval of supervisor teams including management of compulsory training data records for PGR students and academic staff involved in the PGR student journey, namely; supervision, mentoring and assessment
 - Provision of advice and support for PGR students for on-programme issues, and appropriate referral to other services where required
 - Development of PGR programme and module handbooks, documentation and other related information like PGR programme specification, PGR module descriptors and assuring structured access through SharePoint Canvas, e-Vision and/or alternative online environments
 - Set up of VLE and other related systems, ensuring appropriate staff and PGR students have access
 - PGR student journey-focused communications to students and staff relating to their programme of study and developmental opportunities
 - Update and maintenance of the PGR webpages
 - Supporting visa compliance assurance processes
 - Operation of PGR student monitoring including support for student attendance and engagement processes
 - Facilitating submission of PGR student work for assessment and other administrative processes associated with assessment, such as examinations, extenuating circumstances, communication of student results and related follow-up work, etc
 - Operation of PGR student and research staff feedback mechanisms, such as surveys, module evaluation, staff/student liaison committees.

- Servicing Research Degrees Sub-Committee and other Assessment Committees if required including Boards of Examiners related to learning and teaching activities of the Doctoral College
 - Administration of external experts including external examiners
 - Servicing PGR Progression Panels and PGR assessment process, including appointment of external experts, organisation of Vivas, and ensuring administrative support for the viva process
 - Operation of Graduation processes
 - Administration of PGR governance arrangements
4. To prepare and disseminate information related to PGR student monitoring, including regular reports and data analysis on PGR students, mentors for and supervisors for PGR governance.
 5. Liaison with research councils and funding bodies as required, supporting the work of the Doctoral College and Research Culture team.
 6. To ensure that accurate, high quality and comprehensive programme and PGR student records are maintained within the Student Record System (SITS) and other related systems
 7. Ensure compliance with all University processes relating to PGR student administration.
 8. To provide support to academic staff associated with PGR student supervision, in particular supervisors and senior academic leadership.
 9. To ensure that the PGR Administrators maintain an administrative overview of:
 - All PGR students, ensuring relevant processes are adhered to, including attendance and submission monitoring
 - All aspects of the programme(s), and support the delivery of key programme management processes, including Annual Monitoring and Enhancement Review where required
 10. To support the Doctoral College Manager in the operation and oversight of the PGR student environments and to support the Research Culture team in the provision of a high-quality PGR and research staff experience.
 11. To ensure that appropriate support is provided for Professional, Statutory and Regulatory Body activities, as required.
 12. To liaise with external stakeholders, for example, external experts and external PGR consortia, and to ensure the provision of accurate and timely service and information as required.
 13. To provide first line management to staff within the team, setting objectives, allocating workloads and taking responsibility for ensuring that HR processes such as recruitment and selection, leave requests, sickness monitoring and recording and PDRs are undertaken consistently and in accordance with University requirements.
 14. To provide advice and guidance to staff within the team in the operation of their duties and to ensure compliance with service standards providing a high-quality customer service to all PGR students, staff and other stakeholders.

15. To ensure that appropriate knowledge-sharing takes place within the team, ensuring that staff can provide cover for each other to maintain a continuous, high-quality service.
16. To work closely with colleagues in other parts of the Service and other Professional Services Directorates to ensure a cohesive and efficient PGR student administrative journey.
17. To support University-wide events and initiatives pertaining to the PGR student journey, including, but not limited to, open days, applicant visit days, clearing, induction and enrolment and graduation. This may involve occasional working on weekends or evening.
18. To undertake staff development and training as deemed appropriate.
19. Any other duties commensurate with the grade and nature of the post.
20. As a university citizen, support key student events throughout the year such as open days, clearing, enrolment, and graduation.