ROLE PROFILE

Job Title: EPSRC Centre for Doctoral Training - Operations and Development Manager

School/Department: Faculty of Engineering

Job Family and Level: Administrative, Professional and Managerial Level 5

Contract Status: Fixed-term for a period of 36 months

Hours of Work: Full-time (36.25 hours per week)

Location: Jubilee Campus

Reporting to: Christopher Tuck, EPSRC CDT Director

The Purpose of the Role:
The purpose of the role is to provide operational leadership and management to ensure the successful delivery of an EPSRC Centre for Doctoral Training in Additive Manufacturing and 3D Printing. The Centre is a strategic partnership between University of Liverpool, Loughborough, and Newcastle, led by University of Nottingham and is a part of Centre for Additive Manufacturing (CiAM). The CiAM is the host of several large grants from EPSRC, Innovate UK, Industry and other funders and has around hundred members, including academics, postdocs and PhD students. Working with the Director and Training Programme Director of the CDT, the role holder will contribute to the budgetary, resource and operational planning, monitoring and data management which support all activities in the Centre.

Further the role will provide financial management and monitoring for CiAM as a whole, providing information as required for planning and development purposes.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. Operational management:</td>
<td>40%</td>
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<td>• Management of the CDT’s training programme and students’ progression across four academic partner institutions, ensuring all students meet the programme requirements.</td>
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<td>• Primary point of contact for industrial sponsors (currently around 32 sponsors and growing), working with the legal team in Research and Innovation Services to facilitate timely sponsorship agreements.</td>
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<td>• Stakeholder management, including EPSRC, industrial sponsors, academic colleagues across the University, external academic partners and Advisory Board members.</td>
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<td>• Working with and influencing a wide range of interfaces and entities in the University, such as the Graduate School, Student Services, Research and Innovation Services, External Relations and the Faculty Research Office.</td>
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<td>• Organisation of the Centre’s Advisory board, including preparation of reporting presentation and the agenda as well as discussion points, in partnership with the Centre’s director.</td>
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<td>• Financial management, monitoring and oversight of the CDT’s main budget £4.5m and individual student projects (total of £1.7). This includes payments to the academic partners on a quarterly basis for individual EPSRC funded students.</td>
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<td>• Financial oversight for the Research Board and Faculty funding allocated to CiAM and the CDT, to ensure optimal and timely expenditure.</td>
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• Preparation of budget statements and forecasts for project’s deliverables for the Centre’s Director.
• To advise on financial planning, financial forecasting and financial controls, working closely with the Centre director.
• Chair the quarterly AMCDT Student Forum across all partner institutions to discuss matters such as publications, impact and outreach.
• Creation and delivery of a cohort based training and skills development programme such as Creativity@Home (an EPSRC initiative), team building event as well as externally delivered training as per the need for the Centre.
• Leading, enabling and identifying outreach opportunities for PhD students to increase impact.
• Acting as a key contact for both academic and business relations development, as well as developing future industrial relationships with potential CDT sponsors.
• Development and implementation of industry sponsors recruitment strategy and organisation of events such as annual Industry Visit Day (usually attended by around hundred delegates).
• Preparation of the CDT’s Annual and EPSRC Evaluation reports.
• Organisation of monthly postgraduate seminars and quarterly invited speaker seminars.
• Inception and delivery of collaborative projects with other CDTs and Schools in the University.
• Reporting member of the CDT’s Advisory Board, Executive Board and organisation of the Exam Board.

2. PhD student recruitment:
• Management and responsibility for the recruitment of all PhD studentships in the Centre for Additive Manufacturing ( CfAM ). These include EPSRC funded projects such as Programme Grant, Platform Grant, industry, University Research Board and Faculty funded studentships. The role holder will be responsible in monitoring/assessing applications, arranging interviews and acting as a panel member for all interviews. Careful organisation, marketing and budgetary planning is paramount in delivering and recruiting students as per the project KPIs.
• Management of all students’ finance (stipend and fees), liaising with Research and Innovation Services and the Faculty Research Office to ensure accurate implementation.
• Data management for all applications for reporting purposes, including necessary EDI data.

3. Management and oversight of the MSc in Additive Manufacturing. Working with the Programme Director, Student Services in the Faculty and Timetabling to facilitate smooth operation and efficient delivery of the programme.

4. Student management:
• Acting as a key point of contact for PhD students in the CDT and CfAM (~80 students) in regards to matters such as student welfare, studentship extensions, Researchfish, etc.

5. Financial management:
• Acting as the key contact for CfAM research budgets, providing financial data as required for proper planning purposes and advising of necessary financial triggers to a number of projects and principal investigators across CfAM.

6. Any other duties appropriate to the grade and role.

Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Honours Degree or equivalent and significant experience in similar/related roles.</td>
<td>Postgraduate qualification, or equivalent.</td>
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<th>Skills/Training</th>
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<td>Operational management, strategic and business planning skills.</td>
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<td>Awareness of the Higher Education sector, university decision making, structures and procedures.</td>
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<td>Experience of managing the activities of self and/or others.</td>
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<tr>
<td>Project and change management skills.</td>
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- Knowledge of the work practices, processes and procedures relevant to the role.
- Excellent interpersonal and communication skills (including oral and written skills).
- Ability to communicate effectively with staff at all levels and to work effectively and collaboratively with academic and administrative colleagues.
- Ability to negotiate and influence individuals.
- Ability to handle sensitive and confidential issues and manage conflict effectively.
- Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.
- Financial awareness and financial management skills.
- Excellent IT skills.
- Proven communication, presentation and interpersonal skills.
- Proven planning and organisation skills.
- Soft skills.

**Experience**

- Experience of working in the HE sector, demonstrating expertise in the management of projects.
- Evidence of leadership, experience of establishing new administrative systems and procedures and managing and resources.

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