Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job family and level</th>
<th>School/Department</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Postgraduate &amp; Postdoctoral Research Development Officer</td>
<td>Administrative, Professional and Managerial Level 3</td>
<td>Life Sciences</td>
<td>Medical School</td>
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Purpose of role

To work with key stakeholders to facilitate the effective delivery and development of postgraduate and postdoctoral research initiatives within the School of Life Sciences.

To provide comprehensive professional support to the School in the development of postgraduate and postdoctoral research initiatives. To coordinate the delivery of strategic priorities in relation to PGR recruitment and to undertake forward planning for future trends in the postgraduate research environment.

To develop PGR growth and/or quality initiatives from market opportunities and trends in relation to Life Sciences disciplines. To proactively support and improve Student Engagement initiatives for Postgraduate Researchers and liaise with the Researcher Academy to develop new initiatives for the postdoctoral community.

Main responsibilities

<table>
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<th>% time per year</th>
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<td>30%</td>
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Support Strategic Postgraduate Research Initiatives

Work with the Strategic and Operational Directors of Postgraduate Research and APM colleagues within the School of Life Sciences to:
- Provide high-level administrative assistance including providing agenda items for the School’s PGR Committee.
- Analyse data/statistics and report patterns and trends.
- Support analysis and interpretation of PRES survey data with the Strategic Information and Data Analyst
- Identify gaps or shortfalls in information and search for sources of information to fill these. Highlight and prioritise any issues for further investigation to support informed decision-making.
- Assist the Strategic Information and Data Analyst in annual setting of target offer number (TON) for PGR students, using current admissions data from Student Recruitment
- Be responsible for work processes and PGR student funding data at the boundaries with Student Services/Finance.
- Assist the Strategic Directors of Postgraduate Research and the Head of Operations in setting of PGR student tuition fee bands.
|   | **Student Engagement:**  
|   | - Develop proposals for PGR growth and/or quality initiatives in the School of Life Sciences, including research integrity.  
|   | - Provide administrative support for incoming PGR students and allocation of student travel grants and prizes.  
|   | - Develop PGR training portfolio and development offerings in tailored Life Sciences contexts. Update existing courses on specialist IT systems, such as the PGR Moodle information resource.  
|   | - Compile and circulate fortnightly PGR Newsletter and supervisor edition.  
|   | **25%** |
|   | **Engagement with the Researcher Academy and Postdoctoral community**  
|   | - Provide administrative support for postdoctoral researchers in terms of oversight of teaching opportunities and compliance with the PGR supervisory role.  
|   | - Develop postdoctoral training and development offerings in tailored Life Sciences contexts.  
|   | - Organise career development workshops with the Researcher Academy  
|   | - Provide administrative support to the Postdoctoral Research Forum  
|   | **20%** |
|   | **Planning, organising and liaison**  
|   | - Build and maintain excellent working relationships with key contacts in other areas of the University including Student Services, Finance, and the Researcher Academy to keep lines of communication open to deliver the required administrative service.  
|   | - Plan and organise own activities to ensure that deadlines/customer expectations are met.  
|   | - Maintaining data input into PGRWeb and serving as key contact for potential PGR Web implementation in other Schools/Faculties  
|   | **15%** |
|   | **Managing events**  
|   | Provide project support for the School’s programme of postgraduate research experience enhancement in respect of:  
|   | - the Annual Postgraduate Research Conference: working with postgraduate students to secure funding for the event, monitoring allocation and expenditure of funds, provision of conference registration pages, development of the event’s programme; and online delivery with IT Services.  
|   | - other conferences/research related workshops and events as required.  
|   | **10%** |
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>Ability to use initiative, responsibility be self-motivated and have a professional attitude, with a proactive approach to problem solving. IT literate with a comprehensive knowledge of Microsoft Office, email, internet. Confident in manipulation and analysis of complex datasets, and user of specialized databases and IT systems. Excellent written, verbal and interpersonal skills. The ability to communicate confidently at all levels. Ability to prioritise own workload. Ability to work accurately under pressure and to meet deadlines. Able to work independently and as part of a team.</td>
<td>CMS trained Social media experience Supervisory experience Mentoring experience Experience of delivering training Experience of using databases</td>
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<table>
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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>Experience of postgraduate research student administration Experience of working with and supporting students and postdoctoral researchers Knowledge of PGR systems and processes</td>
<td>Knowledge of postgraduate research student portfolio systems Knowledge of the PGR funding landscape Knowledge of the Postdoctoral funding landscape</td>
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<table>
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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>HNC or HND in a relevant subject, or equivalent qualifications/certification, plus considerable experience in a relevant role.</td>
<td>Degree or equivalent</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - Postgraduate & Post-Doctoral Research Development Officer
  - Colleagues
  - Students