|  |
| --- |
| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Postgraduate Administrator (PhD)

**School/Department:** English

**Job Family and Level:** Administrative, Professional and Managerial Level 3

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

This is a fixed term post offered until 31.07.16 in the first instance to provide cover for a member of staff on secondment.

**Location:** Trent Building, University Park Campus

**Reporting to:** Mari Hughes, School Manager

**Purpose of the New Role:**

This Administrator will work as a member of the PG administrative team in the School of English alongside the Director of Research and Director of PhD Students to provide administrative support for postgraduate activities in the School, working predominantly with PhD Students.

|  |  |  |
| --- | --- | --- |
|  | **Main Responsibilities**  i.e. What is done.… To what / for whom…. With what outcome, or result. | **% time per year** |
| 1. | **PhD Administration**   * Acting as the main point of contact for staff and students in relation to all matters concerned with PhD students in the School of English; * Advising staff and students about the procedures in the Quality Manual to ensure that the School follows the correct procedures with regard to the progression, supervision and annual review of PhD students in the School and ensuring that the guidelines provided on the School Workspace Intranet reflect the University’s regulations; * The role holder will be required to attend meetings with members of the central professional services teams and disseminate information to colleagues on developments, key issues and requirements as appropriate. This will include devising and proposing ideas, strategies and process improvements to enhance the student experience and administrative processes for the School. * Annual Review – advising staff and students about annual review and clarifying each stage of review for individual students to ensure the correct documentation is completed at each stage. The roleholder is the gate-keeper of this process and works independently to ensure that the School complies with the Quality Manual. * Preparing annual review documentation as required in order that the annual performance of the School’s PhD students is monitored appropriately and the required documentation is completed by the supervisory teams * Reviewing and updating the PhD section of the School intranet each  year and writing and organising information to ensure that  the Workspace intranet provides information for staff and students; * Advising staff and students about the procedures for vivas and responding to all queries independently to ensure the viva procedures run smoothly in the School. Keeping an up to date record of vivas being arranged in the School and supporting supervisors in their organisation as appropriate (including contacting the central professional services, External Examiners etc.) and ensuring that the appropriate paperwork is completed in the School; * Coordinating the completion and return of sponsored student reports by supervisors to the International Office; * Liaising with administrative staff to update social media accounts and the PG newsletter to ensure that information about events, news, activities etc. for PhD students is circulated on a regular basis. | 25% |
| 2. | **PhD Student Records**   * Maintaining the School’s PhD student record system as appropriate and running reports as required; * Maintaining the PhD students’ personal files in accordance with the University’s Records Retention Policy; * Ensuring that records of monthly supervision meetings are archived electronically; * Dealing with PhD students who are withdrawing/transferring from their course, providing advice and support as well as ensuring the appropriate records are updated; * Ensuring that the School’s record of PhD students in the School are updated with details of supervisory arrangements, research monitoring and annual review reports, extensions, withdrawals, submissions, nomination of external examiner forms etc. and the appropriate University documentation is completed as appropriate; * Tracking student progression through each individual period of registration and ensuring that dates for annual review and progression monitoring are re-calculated to take into account periods of suspension or any other changes to circumstances undertaken by the students; * PhD attendance monitoring and returning information to the Registry about the attendance of all PhD students in the School; * Establishing a good working relationship with the central professional services and liaising with staff as required. * Running reports from the University’s student record systems as required and developing be-spoke reports for the School as required, interpreting data in report form as required by the School management including reports that will inform School decision-making; * Working with academic and administrative colleagues to ensure that PhD student records in the Schools of English on the University’s international campuses are up to date and reported through the School’s Research Committee as required. | 20% |
| 3. | **PhD Registration and Induction**   * Preparing for the start of each new PhD student in the School, including responsibility for the content of the welcome pack, writing information sheets, setting up display material and assisting with/attending PhD inductions to give talks to the new students; * Assisting in pre-arrival mailings as appropriate; * Organising the School registration of PhD students each September and as students join during the year; * Liaising with the School Administrator over the arrangement of all events organised for PhD students (PhD symposium, welcome event, PG seminars etc. for catering, marketing material, room bookings etc.). | 5% |
| 4. | **Recruitment and Admissions**   * Working with the PG team to review and update PG recruitment material to ensure continuity of marketing across all PG courses (including Masters and PhD students) offered by the School; * Updating web-pages as required * Liaising with the Admissions Office over PhD student admissions and working with the Director of PhD Students and Heads of Section to ensure that PhD applications are considered in the School and decisions communicated to the Admissions Office as soon as possible; * Tracking PhD applications to ensure that applicants who have not accepted their offer of a place are contacted and followed up, to ensure that admissions data is as up to date as possible; * Responding to all PhD admissions enquiries made to the School and establishing an on-going relationship with PhD applicants with regular contact and emails etc. | 30% |
| 5. | **Scholarship Funding**   * Acting as the first point of contact for all PG funding applications to the School (internal and external funding for both PhD and Masters students; * Co-ordinating the scholarship application process – writing copy to advertise the funding opportunities on the School website, for jobs.ac.uk, disseminating information to potential applicants etc. * Updating school records to monitor applications received, scheduling interviews etc. to ensure that applications for funding are considered with the requisite timescales; * Taking notes at meetings of selection committees, communicating decisions to applicants, acting as the main contact with the Graduate School, uploading details of scholarship funding on to University and external reporting systems (e.g. JeS) and monitoring as required. | 10% |
| 6. | **Committee Work**   * Acting as Secretary to the School’s Research Committee | 5% |
| 7. | Working as a member of the PG administrative team in the School of English and working flexibly within that team to provide administrative assistance as required during the academic year. This may involve administration related to support Masters and distance learning administration.  Undertaking team events for the School which will require support from all administrative members of staff include:   * process mapping and lean management of systems/processes within the Faculty * attending meetings in the School and Faculty * Open Day help (including occasional Saturday working) * attendance at graduation * team staff development events. | 5% |
| 8. | To undertake other duties commensurate with the grade of the post as part of the team of support staff in the School of English |  |

**Knowledge, Skills, Qualifications & Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | * HNC/HND in a relevant subject (or equivalent). * Good general standard of education including Maths and English GCSE or equivalent. |  |

|  |  |  |
| --- | --- | --- |
| **Knowledge/Skills/Training** | * Excellent and proven IT skills including word processing, spreadsheet, email and web-editing skills * IT skills related to using social media, particularly Facebook and Twitter * Excellent oral and written communication skills * Good written skills to create documents, emails and draft procedural documentation for the School * Good communication and organisational skills * Good eye for detail and accuracy in all aspects of work * Excellent time management and experience of working to tight deadlines * Ability to manage a large amount of data accurately. * Basic financial skills. * Ability to build relationships with individuals and organisations. * High degree of initiative, responsibility and self-motivation, and a professional attitude, with a proactive approach to problem solving | * Knowledge of the University academic procedures * Knowledge of the University’s student records system and the PG Admissions systems * Design and presentation skills * Training in customer care or related area |
| **Experience** | * Experience of working in a University environment * Experience of managing large or team-based projects, and co-ordinating long-term projects. * Experience of overseeing the work of other administrative staff | * Experience of working in University student administration |
| **Other** | * Committed to working as part of a team in a shared office environment * Able to remain calm under pressure and be able to work with the minimum of supervision * Good time manager and able to work to tight deadlines * Friendly and approachable * Willingness to learn new skills particularly in the area of IT | * Experience of communicating with students and parents. |

**Further Particulars**

The post holder will join an administrative team of the following members of staff:

School Manager Mari Hughes  
School Administrator Rebecca Peck

Administrative Assistant (School) Tracy-Ann Stead   
Taught Course Officer Wenonah Barton

UG Administrator Ben Perrett

Placements and Employability Administrator Dr Laura Nixon

Administrative Assistant (UG) Denine Carmichael

Administrative Assistant (Receptionist) Tracey Ward

Taught Course Officer Dr Val Durow

Postgraduate Administrator (Masters) Liz Dennis

Postgraduate Administrator (PhD) *Vacancy*

Administrative Assistant (Masters) Jane Pytches-Walker

IT Officer Stephen McKibbin

Administrative Assistant (Comms and IT) Ed Downey

Administrative Assistant (Comms and Taught Courses) Sunita Tailor

For further details about the School see the web-site: <http://www/nottingham.ac.uk/english>

For further information about this post please contact Mari Hughes, School Manager on 0115 9515920 or email [mari.hughes@nottingham.ac.uk](mailto:mari.hughes@nottingham.ac.uk)

**General Information**

**The School of English**

The School of English was one of the first departments to be established when the University was formally opened in 1881 and is located on the ground floor of the Trent Building, University Park Campus.

We have a first-rate, international reputation for outstanding teaching and research, as demonstrated by our School's current UK and world rankings:

* 7th for English in The Times and  Sunday Times Good University Guide 2015
* In the world top 50 for English Literature, Language and Linguistics (QS World University Rankings 2014)
* 9th in the UK for 'research power' ([REF 2014](http://www.nottingham.ac.uk/english/research/ref.aspx))

We offer a unique combination of English disciplines, including literature from the Anglo-Saxon and medieval periods to the present day, English language from its origins to contemporary and applied contexts, drama and performance, and creative writing.

At present, there are 45 lecturing staff in the School, 7 Teaching Associates, 5 research staff and 4 Postgraduate teaching fellows. We offer both Single and Joint Honours courses at BA level, a range of taught postgraduate Masters courses (many through web-based Distance Learning) and research supervision in all areas. We have approximately 850 undergraduate students, 70 undertaking on-site Masters programmes and 200 on distance learning Masters programmes. The School currently has c. 80 full- and part-time research students working towards the higher degrees of PhD within a range of topics, with most full-time members of staff engaged in postgraduate supervision. These are students on our Nottingham campus. The School also has Schools of English at The University of Nottingham campus in Ningbo, China (UNNC) and at The University of Nottingham campus in Malaysia (UNMC).

**Research in the School**

The following research groupings in the School form a focus for lectures, conferences, seminars, grant applications and other collaborative activities:

The **Centre for Research in Applied Linguistics (CRAL)** is an interdepartmental research unit comprised of scholars from the School of English, Computer Science, Mathematics, Psychology, and Education. The School also houses two of the largest corpora of spoken English and spoken business English in the world, both funded in co-operation with Cambridge University.

The **Centre for Regional Literature and Culture (CRLC)** involves a series of fresh initiatives relating to regional cultures at both local (i.e. East Midlands) and national levels. The Centre encompasses work on Byron, Southey, the interdisciplinary Landscape, Space, Place Research Group, and the D. H. Lawrence Research Centre.

The **Centre for the Study of the Viking Age (CSVA)** fosters, develops and coordinates research into all aspects of the Viking Age, with special emphasis on Scandinavian contacts with the British Isles, and on literary and linguistic sources for the period.

The **Institute for Name-Studies (INS)** was established in September 2002 as an umbrella for the various research activities of the English Place-Name Survey (founded 1923) and the Centre for English Name-Studies (established 1992). The Institute for Name-Studies houses the library and research resources of the English Place-Name Society.

The **Institute for Medieval Research (IMR)** is University-wide and includes all the members of the Medieval Section within the School. This institute hosts inter-disciplinary seminars and conferences as well as convening an MA in Medieval Studies. The peer-reviewed journal *Nottingham Medieval Studies* is also edited and published by the Institute.

**Research Funding in the School**

The School has been successful in attracting substantial funding from The Leverhulme Trust, the AHRC, the British Academy, ESRC, EPSRC, the Wellcome Institute, JISC and other external bodies. The University has a number of internal research funding schemes and support for both internal and external funding applications is provided by the University’s Centre for Advanced Studies (CAS).

**Teaching in the School**

**Undergraduate teaching**

English Language and Applied Linguistics

Medieval Studies (including the history of the language)

Literature from 1500 to the present day (including literary theory)

Drama and Performance

Creative Writing

The curriculum emphasises a wide range of disciplines within the general areas of English, in which Year 1 operates as a foundation years introducing the students to these disciplines, while in Years 2 and 3 students progressively select a range of specialist modules.

**Masters Programmes**

The School offers a number of specialist taught Masters programmes including Applied Linguistics, Applied Linguistics and English Language Teaching; Literary Linguistics; Viking and Anglo-Saxon Studies; English Literature; and Creative Writing. In addition, the MA in English Studies allows students to combine modules from different areas, particularly language, literature and medieval studies. There are also joint Masters programmes with other Schools, including English and American Studies and Communication and Entrepreneurship.

**E-learning**

Over the last few years, the School has invested in the development of web-based e-learning materials not least on its flagship first year undergraduate module Academic Community which all full-time members of academic staff contribute to and participate in. Several Masters courses can be studied via the web (Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies and Health Communication, Modern English Language, and Literary Linguistics), currently taken by students from around 40 countries.

All undergraduate and many postgraduate (on-site) modules in the School are supported by the virtual learning environment Moodle.

**Careers and Employability**

In 2012-13 the School of English was awarded a prestigious Teaching Development Grant by the Higher Education Academy for our project, ‘Embedding Employability in English: work related learning in the creative industries’, to address two key challenges:

* How we can create opportunities for our students to develop vocational skills and experience work-related learning in the context of the particular skills and knowledges being developed through their subject-based study of English
* How we can ensure that such work-related activity is appropriately framed and supported to ensure ‘learning’ takes place, particularly as the numbers of students involved increases.

The School now had a dedicated Placements and Employability Administrator to support our work to develop placements and employability opportunities for all students.

**The University of Nottingham**

The School is located on the 330-acre University Park campus just within the western boundary of the city. Nottingham is one of the most popular universities in the UK and consequently, the quality of students is very high. There are over 34,000 full-time and part-time students taught across five faculties on the UK campuses. The University is a global-leading, research-intensive university with campuses in the UK, Malaysia and China.

The University is an ideal environment for scholarly, cultural and athletic activities, with an Arts Centre for music and art, a large Sports Centre and a swimming pool. Good quality housing and schools are available locally. There is easy access to the Peak District National Park and excellent rail connections to all parts of the country. The local airport is East Midlands airport.

For further information about the University, see:

<http://www.nottingham.ac.uk>

For campus maps and other information, see:

<http://www.nottingham.ac.uk/about/campuses/maps.php>