Purpose of role

The University of Nottingham’s has a large Doctoral Training Portfolio which includes involvement in the Midlands Graduate School, an ESRC-funded Doctoral Training Partnership (DTP) and the NERC Envision Doctoral Training Partnership. Together these programmes have over 100 doctoral students registered at the University of Nottingham.

We are seeking to recruit a highly motivated individual who will provide operational management to ensure the successful delivery of these two programmes. This is a complex and demanding role which requires an individual with excellent planning and interpersonal skills, who can develop strong working relationships with a broad range of stakeholders. They will need considerable project management experience, preferably from a similar context, with the proven ability to manage a number of projects simultaneously and to deliver on them.

The role sits within the Researcher Academy and will report to the Head of Doctoral Training Programmes. It will also work very closely with the University of Nottingham Academic Directors for the ESRC and NERC DTPs and with the staff and students who are part of the wider Midlands Graduate School and Envision Consortia.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>DTP Strategic, Operational Planning and Management</strong></td>
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<tr>
<td>Work with the University of Nottingham’s academic leads for the Midlands Graduate School and Envision Doctoral Training Programme to:</td>
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<tr>
<td>• Manage day-to-day administrative operations, processes and decisions to support the successful delivery of the University of Nottingham’s commitments to the ESRC and NERC DTPs and doctoral training grants.</td>
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<tr>
<td>• Support the delivery of a high-quality DTP student experience across all aspects of the student lifecycle from recruitment and selection to graduation.</td>
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<tr>
<td>• Ensure effective working relationships and processes with wider consortia and collaborators with regard to student recruitment, training progression and progress monitoring and reporting.</td>
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<tr>
<td>• Ensure agreed contractual, financial and student management requirements are met.</td>
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<tr>
<td>• Advise the DTP Governance groups to enable them to make decisions relating to DTP in line with funder requirements and consortia agreements.</td>
<td>50%</td>
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</tbody>
</table>
- Manage the specific and nuanced differences between different DTP programmes and associated funding streams and regulatory matters including oversight of the ESRC DTPs taught programmes and modules, liaising with Registry and Academic Affairs and Schools to ensure smooth running of academic processes and adherence to the initial proposals and ESRC regulations.
- Plan, organise and manage the delivery of DTP events and training activities for Nottingham, and the wider consortium contributing to the design and development of new events and training as appropriate.
- Maintain an effective communications strategy to ensure that all internal and external stakeholders are informed of relevant DTP developments and issues, and that the University is well represented as part of the consortium.
- Contribute to development of proposals for future DTPs.

### 3 Stakeholder and relationship management
- Broker and develop strong working relationships with a broad range of internal and external stakeholders, including but not limited to funded students, supervisors, academic and administrative members of staff within Schools and central services, external project partners, administrative and academic staff at partner HE institutions.
- Liaise with academic colleagues and partners to ensure that ESRC/NERC DTP students have access to a portfolio of high-quality training, internships, events and activities to support their professional and career development.
- Provide specialist and technical advice to stakeholders on issues relating to the implementation of the DTPs, including student issues, and interpretation of policy and regulations.
- Share best practice with the ESRC and NERC consortium networks and the wider DTP Managers network at Nottingham.
- Be a member of relevant governance committees, identifying and pursuing opportunities to work with other members of the Consortium to share and develop best practice.
- Represent the ESRC and NERC DTPs at key events, delivering presentations and workshops where appropriate.

### 4 Monitoring and reporting
- Maintain accurate records of students recruited to the DTPs in accordance with University and funder requirements.
- Monitor and analyse a range of data and contribute to reports for the DTP Management and Governance groups, University and funding bodies.
- Provide reports for the ESRC/NERC Consortias as required.
- Managing the University’s response to ESRC and NERC reporting requirements (e.g. annual report, assurance checking, audits), contributing to the overarching consortium-level monitoring and reporting, ensuring that best practice is shared and that the University is well represented.

### 5 Financial Management
- Manage the overall training grant for ESRC and NERC DTPs and the associated funding streams (e.g. Research Training and Support Grant, Overseas Fieldwork, Overseas Institutional Visits, Placements, cohort development funds and internal funding codes). Ensure that funder guidelines are met, and that activities give value for money, are cost effective and within budgets.
- Work with Researcher Academy Funding Team to undertake quarterly reconciliations of DTP expenditure and liaise with colleagues to ensure accurate and timely invoicing to lead institutions.
- Overseeing accurate internal financial reporting, and prepare financial reports for DTP Management Committees and University as relevant.
- Liaising with consortium leads in respect of DTP financial monitoring and reporting.
### Other Responsibilities
- Undertake professional development to ensure the continual updating of skills and knowledge.
- Contribute to the development and delivery of the Researcher Academy’s key performance indicators.
- Any other work appropriate to the DTPs and Researcher Academy.
## Person specification

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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| **Skills**           | ▪ Proven project management skills and ability to manage multiple projects simultaneously and ensure optimal use of time and resources.  
▪ High degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem solving.  
▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.  
▪ Demonstrable skills in building relationships, influencing others, working effectively with a wide range of stakeholders at all levels and leading beyond own authority.  
▪ Excellent communication skills (both oral and written skills) with the ability to communicate effectively with students and staff at all levels and to work effectively and collaboratively with academic and administrative colleagues.  
▪ Ability to handle sensitive and confidential issues (particularly with students) and manage conflict effectively.  
▪ Excellent numeracy and IT skills including ability to evaluate and analyse and report on data from a range of complex sources.  
▪ Ability to think creatively and strategically.  
▪ Presentation and facilitation skills. | |
| **Knowledge and experience** | ▪ Experience in the operational management of complex multi-partner projects. Knowledge and understanding of equality, diversity and inclusion and experience and commitment to embedding this in practice.  
▪ Experience of establishing new administrative systems and procedures and managing resources.  
▪ Knowledge of financial processes and experience of approaches used to manage and control budgets.  
▪ Experience of evaluating projects or programmes, establishing data collection about projects and considering the needs of multiple stakeholders.  
▪ Understanding of the postgraduate research and the Research Council student funding and recruitment landscape.  
▪ Knowledge of and experience in the HE sector, university decision making, structures and procedures.  
▪ Experience of relationship management between HE and external organisations (industry, charity etc..)  
▪ Experience of undertaking a pastoral role and effectively supporting individuals to access relevant services. |
<table>
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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Experience of developing and delivering programmes and events in consultation with relevant user groups.</th>
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<tr>
<td></td>
<td>Degree level or equivalent from a relevant discipline plus some hands on experience in a similar or related role(s) or extensive relevant professional experience within higher education or related role.</td>
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<td></td>
<td>Postgraduate qualification, preferably in relevant discipline area.</td>
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<td>Project Management qualification.</td>
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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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others