



Job title	Project Administrator	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	The Researcher Academy	Location	Highfield House, University Park Campus

Purpose of role

The Researcher Academy brings together supervisors and PGRs to celebrate best practice, ensure clarity of expectations for supervisors and supervisees, develop CPD for supervisors and is working to standardise training requirements for lead and co-supervisor. The University of Nottingham has 3,000+ postgraduate research students and over 2,000 co-supervisors.

The Next Generation Research SuperVision Project (RSVP): transforming the culture of doctoral education and supervision is a £4.6million, four-year project to transform research supervision practice. This will be achieved by systematically examining how to improve and enhance research supervision in the UK through scholarship, practice interventions, culture and policy change. This consortium-based project is led by University of York and includes University of Nottingham, Coventry University, Kings College London, and Sheffield Hallam University, in partnership with the UK Council for Graduate Education.

You will provide administrative support to ensure effective delivery of outputs related to the RSVP project. You will report to the Supervisory Practice Training & Development Manager and support them with the administration and co-ordination of activities associated with the project. You will be the University of Nottingham liaison point for the consortium, as well as other project stakeholders.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Project Management <ul style="list-style-type: none"> ▪ Provide support to the Supervisor Training & Development Manager and project consortium in the planning and delivery of project outcomes and outputs. ▪ Maintain a good understanding of the status of the project and current activities ▪ Develop and implement administrative processes underpinning the project. ▪ Coordinate activities and events associated with project outputs e.g. booking rooms, catering. 	60%
	Planning and Reporting <ul style="list-style-type: none"> ▪ Co-ordinate the development of plans (workstream/project) ensuring appropriate level of detail and stakeholder input/review ▪ Monitor progress against the plan and highlight potential delays 	15%

	<ul style="list-style-type: none"> ▪ Complete regular (monthly) project status reporting ensuring accurate, up to date and validated information is provided ▪ Escalate slippages via agreed escalation routes where agreed budget tolerances are, or are at risk of being, exceeded 	
2	<p>Stakeholder Relationships and Communications</p> <ul style="list-style-type: none"> ▪ Maintaining project documentation and information assets on the appropriate and agreed team collaboration site ▪ Act as the main point of contact with the wider RSVP consortium and project stakeholders, responding effectively to those within own remit and triaging and referring on appropriately those which sit outside the role-holders responsibility ▪ Liaise with project consortium to ensure that activities are delivered in a coordinated manner 	10%
3	<p>Financial Management</p> <ul style="list-style-type: none"> ▪ Monitor project expenditure and report spend against the project budget 	5%
	<p>Governance and Assurance</p> <ul style="list-style-type: none"> ▪ Service (internal) project meetings (and other core meetings). Scheduling, preparation, agenda collation, paper circulation, minuting and action tracking. ▪ Manage information and data associated with activities and events e.g. attendance 	5%
4	<p>Other</p> <ul style="list-style-type: none"> ▪ Engage in professional development activities to develop and maintain relevant knowledge and skills for the role. ▪ Undertake any other duties appropriate to the role and level. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent organisational, management and planning skills.with an ability to prioritise competing tasks paying close attention to detail. ▪ Clear and concise communicator who can engage and encourage colleagues and stakeholders. ▪ High degree of initiative, responsibility and self-motivation and with a proactive approach to problem solving. ▪ Computer literacy and familiarity with the Microsoft suite of software to intermediate level in Word, Excel, PowerPoint, Outlook and the internet ▪ Ability to work independently and as a team player with an open, collaborative and flexible approach to delivering a high-quality customer service. 	<ul style="list-style-type: none"> ▪ Financial awareness and some financial management skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous experience in a similar administrative or support role ▪ Demonstrable expertise in using initiative to handle complex queries. ▪ Proven experience of successfully establishing new administrative systems, procedures or policies. ▪ Proven experience of prioritising work and delivering against demanding deadlines. 	<ul style="list-style-type: none"> ▪ Knowledge or experience of working in administrative roles in the higher education sector. ▪ Knowledge of GDPR and experience of handling confidential and sensitive information with discretion.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to HND/HNC/A level standard or equivalent with some hands-on experience or proven track record of extensive experience in a similar role(s) 	<ul style="list-style-type: none"> ▪ Educated to degree level



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



