



Job title	Doctoral Training Programmes Operations Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Research & Innovation – Researcher Academy	Location	University Park Campus - University Park – Highfield House with some hybrid working

Purpose of role

The Researcher Academy at the University of Nottingham is a unique network for researchers and the staff who support them. It provides training, leadership and professional development opportunities for researchers at all career stages from doctoral researchers to senior professors. It also supports the management and administration of the University’s £120 million portfolio of doctoral training programmes, funded by major research funders.

We are seeking to recruit a highly motivated individual to join our team of Doctoral Training Programme (DTP) team. This is a complex and demanding operational management role which requires an individual able to plan and deliver a number of projects simultaneously. They will need considerable operational and project management experience, preferably from a similar context and with experience of UKRI funding and procedures. The post-holder will work closely with DTP/CDT Directors and Managers across the university, PGR scholarship staff in Faculties and Schools, and will require the ability to develop effective working relationships across a range of stakeholders.

The postholder will establish and maintain systems and procedures to provide smooth, efficient and effective operations across the University’s doctoral training programmes and partnership portfolio, ensuring compliance with university and funder regulations and expectations. They will work closely with the DTP Funding Team, to support its role in leading and managing the University’s PGR funding portfolio and ensure the University can maximise funding opportunities and ensure an excellent PGR experience through the delivery of streamlined operations.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>DTP Operations</p> <ul style="list-style-type: none"> • Ensure the provision of professional operations across the funded doctoral training portfolio • Provide specialist and technical advice to ensure compliance with relevant internal and external guidance, policies and requirements • Develop operational plans to ensure the smooth running of DTP operations and processes • Identify opportunities for process and operational improvement and innovation and lead the development of projects to embed these within DTP operations 	25%

	<ul style="list-style-type: none"> • Work with stakeholders to understand their needs, manage expectations and respond to feedback • Contribute to the development of the DTP action plan, as part of the overall RA Action plan • Maintain an effective communications strategy to ensure that all internal and external stakeholders are informed of relevant developments and issues. 	
2	<p>Doctoral Funding</p> <ul style="list-style-type: none"> • Support the development and oversight of processes related to strategically important internally and joint-funded doctoral awards, ensuring effective and impactful use of resources, aligned with University strategic priorities. • Provide support for new doctoral funding bids and awards to ensure alignment with operational needs and expectations • Work with the DTP Funding Manager to support the management of postgraduate research funding streams and operational processes • Conduct regular analysis and reporting of PGR scholarship income and expenditure, in conjunction with DTP Funding, Faculty and Finance teams, provide clear, timely and accurate information about the university's overall PGR funding portfolio in order to inform strategic decision making 	25%
3	<p>Projects</p> <ul style="list-style-type: none"> • Manage and lead enhancement projects • Ensure support and management for complex projects, including projects with internal and external stakeholders 	15%
4	<p>Data & Management Information</p> <ul style="list-style-type: none"> • Identify, collate and analyse relevant data and management information related to DTP operations and funding, working with the DTP Funding Manager and DTP Managers, to inform understanding and decision-making • Monitor and analyse a range of data and contribute to reports for University and funding bodies. 	10%
5	<p>Stakeholder and relationship management</p> <ul style="list-style-type: none"> • 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. • Provide specialist and technical advice to stakeholders on issues relating to the implementation DTP operations • Share best practice with external and internal networks of DTP Managers • Be a member of relevant governance committees, identifying and pursuing opportunities to work with other stakeholders to share and develop best practice. 	10%

	<ul style="list-style-type: none"> • Represent the DTP team at key events, delivering presentations and workshops where appropriate. 	
6	<p>Team leadership and management</p> <ul style="list-style-type: none"> • Identify, with other managers, training and development requirements related to DTP operations and projects, and provide guidance and training to support staff professional development • Support the development of a culture of continual improvement, right first time and proposing areas for improvement across the team and updating processes and procedures as appropriate • Provide mentoring and motivation to the DTP team to support the team to meet current and future requirement • Manage any staff members within DTP Operations. • Act as temporary Manager for DTP Managers in the RA while they are on annual leave or during other absence 	10%
7	<p>Other duties</p> <ul style="list-style-type: none"> • 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 DLAs/DTPs and Researcher Academy. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ 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. ▪ Strong analytical skills with the ability to produce data sets for management on operational and financial performance ▪ 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. ▪ 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 <p>Finance</p> <ul style="list-style-type: none"> ▪ Experience of financial management and operations ▪ Ability to provide clear and comprehensive summaries of financial data to guide management decisions and planning processes. 	<ul style="list-style-type: none"> ▪ Understanding of the relevant professional, legal and regulatory frameworks and requirements of postgraduate funding ▪ Knowledge and experience of finance and research management systems used in Higher Education ▪ An understanding of the Higher Education sector and current knowledge of national research and PGR policy developments. <ul style="list-style-type: none"> ▪ Experience of financial management and operations in higher education
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience in the operational management of complex multi-partner projects. 	<ul style="list-style-type: none"> ▪ Understanding of the postgraduate research and the Research Council student funding and recruitment landscape.

	<ul style="list-style-type: none"> ▪ Knowledge and understanding of equality, diversity and inclusion and experience and commitment to embedding this in practice. ▪ Experience of establishing new operational 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. ▪ Demonstrable experience of interpreting and implementing and implementing policy and regulatory frameworks, including compliance requirements. 	<ul style="list-style-type: none"> ▪ Experience of Research Council Training Grant administration ▪ 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.) ▪
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ Project Management qualification. ▪ Financial, accounting of audit training/qualification



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



