



Job title	Doctoral Training Programme Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Research & Innovation – Researcher Academy	Location	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 Landscape Award (DLA) staff. 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 project management experience, preferably from a similar context. The post-holder will work closely with the DLA Academic Director and Executive, and with colleagues across the university, and will require the ability to develop effective working relationships across a range of stakeholders.

The role sits within the Researcher Academy and will report to the Head of Doctoral Training Programmes. The post holder will form part of a team of DLA/DTP Managers based in the Researcher Academy, and a larger group of doctoral programme managers across the university.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>DTP Strategic, Operational Planning and Management</p> <p>Work with the University of Nottingham’s academic leads for the DTP/DLA:</p> <ul style="list-style-type: none"> • Manage day-to-day administrative operations, processes and decisions to support the successful delivery of the University of Nottingham’s commitments to the DTP/DLA and doctoral training grants. • Support the delivery of a high-quality DTP/DLA student experience across all aspects of the student lifecycle from recruitment and selection to graduation. • Ensure effective working relationships and processes with wider consortia and/or collaborators with regard to student recruitment, training progression and progress monitoring and reporting. • Ensure agreed contractual, financial and student management requirements are met. 	50%

	<ul style="list-style-type: none"> • Advise the DLA Executive group to enable them to make decisions relating to DLA in line with funder requirements and consortia agreements. • Manage the specific and nuanced differences between different DTP/DLA programmes and associated funding streams and regulatory matters including, liaising with Registry and Academic Affairs and Schools to ensure smooth running of academic processes and adherence to the initial proposals and funder regulations. • Plan, organise and manage the delivery of DTP/DLA events and training activities, 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/DLA developments and issues. • Contribute to development of proposals for future DLAs. 	
3	<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. • Liaise with academic colleagues and partners to ensure that DLA/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 DLA/DTP, including student issues, and interpretation of policy and regulations. • 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. • Represent the DLA/DTP at key events, delivering presentations and workshops where appropriate. 	15%
4	<p>Monitoring and reporting</p> <ul style="list-style-type: none"> • Maintain accurate records of students recruited to the DLA/DTPs in accordance with University and funder requirements. • Monitor and analyse a range of data and contribute to reports for the DLA/DTP Management/Governance/Executive groups, University and funding bodies. • Provide reports as required. • Managing the University's response to UKRI reporting requirements (e.g. annual report, assurance checking, audits). 	15%
5	<p>Financial Management</p> <ul style="list-style-type: none"> • Manage the overall training grant for the DLA/DTP and any associated funding streams). 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 regular reconciliations of DLA/DTP expenditure and liaise with colleagues to ensure accurate and timely invoicing. • Oversee accurate internal financial reporting and prepare financial reports for DLA/DTP Executive/Management Committees and University as relevant. • Liaising with stakeholders in respect of DTP financial monitoring and reporting. 	15%

6	Other Responsibilities <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%
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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. ▪ 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. 	<ul style="list-style-type: none"> ▪ Presentation and facilitation skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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.

	<ul style="list-style-type: none"> ▪ Experience of developing and delivering programmes and events in consultation with relevant user groups. 	
Qualifications, certification and training (relevant to role)	<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"> ▪ Postgraduate qualification, preferably in relevant discipline area. ▪ Project Management 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

