

**JOB DESCRIPTION**

STOR-i Centre for Doctoral Training: Administrator / Facilitator

**Vacancy Ref:** 0416-24

|  |  |
| --- | --- |
| **Job Title:** STOR-i CDT Facilitator / Administrator | **Present Grade:** 6S (0.6 FTE) |
| **Department/College:** Joint between the Department of Mathematics and Statistics and the Department of Management Science | |
| **Directly responsible to:** Director and Co-Director of STOR-i CDT | |
| **Supervisory responsibility for:** Click here to enter text. | |
| **Other contacts** | |
| **Internal:** STOR-i Leadership Team, STOR-i Executive Committee, Academic staff in both departments, Postgraduate students. Administrative staff in STOR-i and both departments.  Administrators and directors of LUs other doctoral training centres, FST and LUMS Deans’ offices, Student based Services, Research and Enterprise Services, Finance dept, HR, Estates, Security. | |
| **External:** Industrial partners, Academic collaborators and visitors, EPSRC and other funding bodies, other CDT Administrators, other Universities academic/administrative staff and students for recruitment and training events, PhD students at other institutions who come to STOR-i for training, Website and training developers, Marketing agencies, and Companies for event planning. | |
| **Major Duties:**  Major duties will comprise of the following activities, or aspects therein:  **Events Management**   * Manage, plan, budget and coordinate STOR-i team building and away day activities: researching external facilitators, accommodation and transport, planning the schedule of events by working closely with external facilitating companies, completing risk assessments. * Develop and help facilitate group activities at away days. * Provide local administrative co-ordination of major externally-facing events such as `Data on the Shire’ and STOR-i’s annual workshop, including liaising directly with academics, venue selection, hosting academics and external visitors. * Schedule and coordinate transferable skills training for PhD students. * Responsible for scheduling STOR-i Seminars and booking required visitor accommodation. * Coordinating personalised programmes of activities for visiting seminar speakers in order to give them an insight into STOR-i and to interact with STOR-i staff and students. * Supporting the Leadership Team in developing and maintaining links with industry through coordinating industrial visits to STOR-i.   **Recruitment and Admissions**   * Implement STOR-i’s advertising strategy and continually review its success. * Strategic planning and coordination of internal (open days) and external (roadshows) recruitment activities, including liaison with participating universities and industrial partners. * Develop publicity materials for all STOR-i’s activities through both being STOR-i’s interface with external providers of imagery and design services, together with personally helping to develop initial copy for adverts and web. * Responsible for providing information to students as first point of contact for prospective students for the Intern programme and the MRes and PhD programme. * Coordination of the admissions process: screening applications and making recommendations to the Centre’s recruitment team. * Responsible for coordinating the recruitment, admissions and record keeping to the STOR-i recruitment processes for EPSRC.   **Co-ordinate the Intern Programme**   * Co-ordinating meetings of the Internship Team and delegating tasks to its academic staff. * Team building: independently developing and delivering activities and welcome events. * Coordinating the collation and allocation of research projects offered to interns by PhD students. * Coordinating the Centre’s skills development programme of events including: taught courses, hosting short research seminars, and liaising with industrial partners to provide training events for interns. * Quality assurance: monitoring intern progress, providing pastoral care for interns, and advising PhD supervisors. * Mobilising and coordination of MRes and PhD students to take an active role in the integration of interns into STOR-i.   **Strategic Planning & Relationship Development**   * Using strategic forward planning, being proactive and taking initiative in supporting the Leadership Team members in their running of the Centre. * Liaise with STOR-i’s external partners, including industrial and international strategic academic partners. * Act as a point of contact for STOR-i national associate scheme (UK statistics and operational research PhD students working with industry). * Help maintain STOR-i’s identity by playing an active role in activities and helping STOR-i’s Leadership and Support Teams in the efficient running of these activities. * Responsible for a high standard of pastoral care for STOR-i’s students.   As a member of STOR-i’s professional services team, you will also help provide cover for duties of other members of the STOR-i Professional Services team during any absence, and mutual support during periods of peak work. This will of course, include general administrative tasks such as, e.g., being:   * The initial point of contact for all STOR-i visitors. * Providing advice and support to STOR-i students, including being an initial point of contact for pastoral queries. * Responsible for all aspects of the CDT administrative office. * Responsible for supporting STOR-i visitors and Leadership team with travel arrangements. * Responsible for office allocation, room bookings, and reporting of faults to Estates. * Maintaining and updating sections of the STOR-i website.   Carry out other duties appropriate to the grade of the post as requested by STOR-i’s Directors. | |