

**JOB DESCRIPTION**

STOR-i Centre for Doctoral Training: Administrator / Facilitator

**Vacancy Ref:** 0416-24

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| **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.  |