

JOB DESCRIPTION

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| **Job Title:** Postgraduate Assistant | **Present Grade:** 4 (0.821918 fte) |
| **Department/College:** Faculty of Health & Medicine |
| **Directly responsible to:** Head of Faculty Operations |
| **Supervisory responsibility for:** n/a |
| **Other contacts** |
| **Internal:** Lancaster Medical School, Division of Health Research & Biomedical Life Sciences academic staff, clinical academic and professional services staff; postgraduate students; Faculty of Health and Medicine staff; Library andProfessional Services staff. |
| **External:** External organisations/engagement partners including funding bureaus and NHS Trusts andFaculty/Divisional visitors |
| **Main Duties**To provide operational administrative support to the team, including supporting the programme coordinators in the facilitation of postgraduate programmes. The role holder will also actively contribute to the ongoing review of processes, sharing of best practice, participate in projects and initiatives for continuous improvement and working collaboratively across the Divisions, Faculty and University. The role-holder will ensure all data and records are maintained and stored correctly.**Programme Administration*** To provide administrative support for the delivery of postgraduate programmes across the Faculty of Health & Medicine.
* To assist the programme coordinators with the administration, including placements and associated teaching of postgraduate taught programmes and postgraduate research.
* To be responsible for attendance/engagement monitoring and absence recording for all students, ensuring this is done in a timely manner and ready to present to senior colleagues as required.
* Collating and presenting data for internal and external reviews, audits and planning exercises.

**Operational Support*** To assist with travel arrangements, including booking flights and accommodation (e.g. for student vivas)
* To be secretary for relevant meetings.
* To take responsibility for inputting key programme dates into the shared calendar, ensuring this is always updated and accurate.
* Organising and preparing for events and PGR training workshops.

**Other*** To assist the Postgraduate Coordinators, Director of Studies and Departmental Officers with ad hoc administrative tasks.
* To carry out any other duties appropriate to the grade as required by the Head of Faculty or nominee.
* Participate in continuing professional development.
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