JOB DESCRIPTION
STOR-i Centre for Doctoral Training:
Administrator Vacancy Ref: N2010

Job Title: STOR-i CDT Administrator	**Present Grade:** 6S
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:	
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 CDTs, FST and LUMS Deans' offices, Student Based Services, Research and Enterprise Services, Finance, HR, Facilities.

External: External advisory board members, industrial partners e.g. Shell, BT, academic strategic partners, collaborators and visitors, EPSRC and other funding bodies, other administrators and directors of CDTs, learned societies, external examiner for MRes and external examiners for PhD vivas, UK statistics and operational research PhD students working with industry.

Major Duties:

Governance and Quality Assurance Administration:
- To provide day-to-day administrative support to STOR-i Leadership Team and the management of STOR-i.
- Service meetings of the Leadership Team, Executive Committee and External Advisory Board.
- Maintain information on key performance indicators for STOR-i for inclusion in an annual report.
- Provide proactive assistance to the Leadership team, for example in terms of document preparation, diary management and meeting planning.
- Responsible for quality assurance procedures.
- Ensuring information is provided to EPSRC using the Je-S database.

MRes, PhD and Outreach programmes:
- Coordination and timetabling of STOR-i's MRes programme and all mark gathering and database management.
- Planning and documentation of PhD progression/appraisal process and the organisation of student one-to-one meetings with the Director.
- Responsible for administering STOR-i Research Fund and its outreach programme, including the national associate scheme.
- Responsible for organisation and minuting of the annual review of scheme, MRes examination boards and chairing staff-student committees.
- First point of contact for STOR-i students' enquiries.
- Responsible for liaison with the MRes external examiner and PhD external examiners together with preparation of associated paperwork.
- Organisation of PhD vivas and paperwork for appointment of PhD examiners.
- Interrogate student administration system (LUSI) and virtual learning system (moodle).

Strategic Planning:
- Using strategic forward planning, being proactive and taking initiative in supporting the Leadership Team members in their running of the Centre.

Finance:
- Budget monitoring and providing a strategic overview of the financial position and projections of future spend to the Director on a monthly basis.
- Organise payment of student stipends and fees.
- Organise payment of travel/expenses for visitors and advisory board members and support students with their expenses claims.
- Management of the STOR-i financial transactions. Accounting to include purchasing of supplies and equipment, preparing and payment of invoices, preparing and updating spreadsheets, interrogation of university Agresso financial system, management of petty cash system.

Relationships:
- Liaison with STOR-i's external partners, including industrial and international strategic academic partners.
- Develop effective relationships with key personnel at EPSRC.
- Help share best practice by supporting the Leadership Team in building links with other CDTs, and develop relationships with administrators at similar CDTs both at Lancaster and across the UK.
- Act as a point of contact for STOR-i national associate scheme (UK statistics and operational research PhD students working with industry).
- Act as point of contact with providers of national training courses (NATCOR, APTS).
- 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.

General Administration:
- Initial point of contact for all STOR-i visitors.
- 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 Facilities.
- Maintaining and updating sections of the STOR-i website.

To cover duties of the STOR-i Facilitator during any absence and to work as a team with the Facilitator as necessary.

Carry out other duties appropriate to the grade of the post as requested by the STOR-i Director