JOB DESCRIPTION
Vacancy Ref: N2371

Job Title: Faculty Research Training Programme (RTP) Co-ordinator | Grade: 5S

Duration: Fixed-term until 31 March 2021

Department: Faculty Office

Directly responsible to: Faculty Student Experience Manager

Other contacts:
- **Internal**: Director of Research Training Programme, academic staff; students; faculty office; central professional services
- **External**: External Tutors; Doctoral training programme staff in the North West and visitors (including prospective students).

Role:
The Research Training Programme (RTP) Co-ordinator will work closely with the Director of the RTP to deliver an excellent level of service to enable high quality administrative support to the Faculty’s RTP, to the postgraduate students on the RTP and to the academic staff teaching RTP modules. They will work collaboratively across the Faculty and with the central professional services divisions, supporting continuous improvement and contributing to new initiatives to meet strategic objectives that enhance student experience.

Major Duties:

**RTP Administration**
- Be a first point of contact for all current and prospective taught and research students on the Research Training Programme (RTP), keeping students informed and disseminating information to students in a timely way, including updating the RTP webpage.
- Advertise and promote the RTP to new and continuing students, including participation in welcome events.
- Work with the Director of RTP and relevant academic colleagues to administer:
  - Registration of new and continuing students.
  - Co-ordination of timetabling and room bookings throughout the academic year including handling queries and issues.
  - Student assessment (for PGT students undertaking RTP modules for formal assessment), including processing of coursework; recording of assessment outcomes; recording of mitigating circumstances.
  - Maintenance of programme and module information on LUSI and Moodle including maintaining and monitoring student access to the RTP Moodle site.
  - Monitoring the attendance reports, alerting and escalating issues as appropriate.
- Liaise with Finance to manage the RTP budget, draft contracts for casual workers and external contributors.
- Provide information to Finance to ensure that all financial transactions related to the RTP are undertaken.
- Create and maintain student records in line with university policy and General Data Protection Regulations (GDPR).
- Produce statistical analyses of the Research Training Programme.
- Participate in and service meetings as required.
- Support the Research Training Programme Director in relation to the RTP as appropriate.

**Quality Assurance and Continuous Improvement**
- Supporting quality assurance procedures including:
- Ensure all module and student records conform to university and funder procedures and regulations in line with external regulations data management.
• Coordinating the compilation of data and information for reviews, reports, Programme Teaching Reviews and ‘Freedom of Information’ requests in line with GDPR (including external quality assurance audits).
• Maintain collaborative working relationships within the Faculty and across the University.
• Proactively participate in projects and initiatives for continuous improvement, including attending forums and networks and sharing of good practice.

Faculty Office Specific Duties
• Participation in relevant meetings.
• Participation in relevant training and development.
• Any other duties as deemed appropriate to the grade of the post.

Last updated: 25 February 2020