**JOB DESCRIPTION**

**PGR Coordinator**

|  |  |
| --- | --- |
| **Job Title:** Post Graduate Research (PGR) Coordinator | **Grade:** 5S (0.6 FTE) 22 hours per week |
| **Duration:** Indefinite |
| **Department:** Lancaster Environment Centre |
| **Directly responsible to:** Student Programmes Officer (SPO) |
| **Supervisory responsibility for:** N/A |
| **Other contacts:*** **Internal:** Departmental staff; students; faculty office; Faculty of Science and Technology (FST) Graduate School; central professional services
* **External:** External tutors; External Examiners External tutors; External ExaminersExternal tutors; external examiners; visitors (including prospective students) and suppliers
 |
| **Role:**The PGR Coordinator will support the Student Programmes Officer in delivering an excellent level of service to enable high-quality administrative support to all PGR students and academic staff. They will work collaboratively across the FST Graduate School and with central professional services divisions, supporting continuous improvement and contributing to new initiatives to meet strategic objectives that enhance the student experience.**Major Duties:****Student Office Administration*** Be the first point of contact for all current and prospective PGR students, keeping students informed, and disseminating information to students in a timely way
* Work collaboratively with colleagues at departmental, FST Graduate School and institutional levels:
	+ Coordination of the PGR admissions process from enquiry to registration, including supporting and tracking the selection and appointment of applicants
	+ Support for PGR registration and induction for new and continuing students
	+ Monitor and support PGR programme administration including appraisals, tracking, training, attendance monitoring, arrangements for viva examinations and events
	+ Create and maintain student records in line with University policy and current legislation
	+ Provide information about studentship funding streams, appropriately signposting students with funding queries including Research Training Support Grants (RTSG)
	+ Supporting the PGR Director with advertising and allocation of Faculty funding
	+ Collation of management information, and completion of reporting for external funders
	+ Participate in and also service committees

**Quality Assurance and Continuous Improvement*** Supporting quality assurance procedures including:
* Ensure all schemes and student records conform to university and funder regulations
* Support for the relevant committees and meetings in the department and feed into faculty and university level equivalents, supporting academic staff and following up on actions
* Coordinating the compilation of data and information for reviews, reports, Annual Teaching Reviews and Freedom of Information requests in line with General Data Protection Regulations (GDPR), including external quality assurance audits, including professional accreditation bodies
* Maintain collaborative working relationships within the department, FST Graduate School and across the university including forums/networks and sharing good practice
* Proactively participate in projects and initiatives for continuous improvement

**Student Wellbeing, Engagement and Retention*** Be a first point of contact for all students with health and wellbeing issues
* Working collaboratively with academic staff, departmental student office team, Student Based Services (SBS), colleges and other central professional services to provide an inclusive support service to all students, signposting where appropriate
* Supporting the department to deliver projects and initiatives to enhance PGR student wellbeing, engagement and retention

**Departmental Specific Duties** * Provide support to Undergraduate administration and Postgraduate Taught administration as required, as part of the Student Office
* Support recruitment, conversion and marketing activities
* Support employability and alumni activities
* Coordinate the allocation of desks and computers for incoming and continuing students. Including being the first point of contact for any issues.
* Support the coordination of Graduate Teaching Assistants (GTAs)
* Participation in relevant training and development
* Any other duties deemed appropriate to the grade of the post
 |