

About University Alliance

We are Britain's universities for cities and regions

We believe in making the difference across everything we do.

We are committed to providing the high quality teaching that is critical to creating the world's future leaders and problem solvers. We excel in preparing students for a career in industry and the professions.

In the fast evolving world we live in, the knowledge we create makes a real difference. We are passionate about the world-class research we develop and support.

We are leaders in our cities and regions. Our on-going commitment to the development of our local communities helps them thrive and grow.

We understand our role in a changing economy and we pride ourselves on our work with employers as well as our links, connections and partnerships with industry and the professions. We believe these are the connections that count.

We are locally-rooted and globally connected. We are active in the global marketplace, recognising that – now more than ever – collaborating with partners across the world is essential.



Our Mission

We aspire to make the difference to our cities and regions through everything we do. We use our collective experience of providing high quality teaching and research with real world impact to shape higher education and research policy for the benefit of our students, businesses and civic partners. We will innovate together, learn from each other and support every member to transform lives and deliver growth.

Strategic Objectives

Champion our strengths

We will create a strong brand that reflects our strengths. This will be reinforced by developing strategic alliances with appropriate UK organisations and similar university groups overseas

Shape Policy

We will maintain excellent links with decision makers in Government and Parliament. We will work together to establish robust, evidence-based positions and use these to influence the policy debate.

Collaborate

We will facilitate collective activity focusing on areas that showcase our strengths and support our policy arguments.

Our team and values:

We're a small team of hard working professionals who are committed to creating a supportive, positive and rewarding work environment. The team is made up of a policy team of higher education experts, an outstanding communications team and our operations team that supports our critical business functions.

We are passionate about what we do and ambitious to achieve excellence across our mission. We are open-minded and entrepreneurial – willing to consider new ideas, to work with partners and to innovate. We provide opportunity for all, embrace diversity and work openly, honestly and constructively for the good of UK higher education.

Doctoral Training Alliance (DTA) Administrator

We are offering an exciting opportunity for an experienced administrator to support the development of a new multi-institutional partnership for doctoral training. If you are highly organised and flexible with sound administrative and stakeholder management skills then this could be the role for you.

University Alliance is a small team with big ambitions. We have worked hard over recent years to become well-respected advisers to policy decision-makers and a constructive force in the Higher Education sector.

Building on this, we launched a new Doctoral Training Alliance (DTA) in Applied Biosciences for Health in September 2015, which takes the form of a co-ordinated training programme across 14 Alliance universities. Following the success of this programme we will be launching additional DTA programmes in the future, with the next one – a multidisciplinary DTA in Energy - being launched in September 2016.

Each DTA programme will span three cohorts of PhD students. DTA students will be brought together for induction and for annual summer schools as well as training and development courses throughout the year, delivered by specialist training officers from university and industry. An online community hub will cement the cohort experience.

The DTA administrator will be responsible for supporting the day-to-day management of the DTA student experience, including programme development; communications; marketing; coordinating training provision and placements; governance support; ongoing evaluation of the programme and financial administration. We are a supportive team that will help you to develop your higher education knowledge and expertise as you advance in this role.

Based in our Whitehall office near the heart of government, you will need to embrace and thrive in a challenging and busy environment. This is a unique opportunity for the right candidate to develop and grow with the initiative. If you have relevant experience and an appetite for success with a friendly and close-knit team with enormous potential then please apply.

Annual salary: £24,000 – 27,000 per annum

Deadline: Midnight 20th May 2016

Interviews: Monday 13th June 2016

Job description

Job title: Doctoral Training Alliance (DTA) Administrator

Terms and conditions of employment: This is a full-time position on fixed-term basis for 5 years from August 2016.

University Alliance staff benefit from generous terms and conditions including 33 days leave (made up of 25 days annual leave and 7 concessionary days supplementary to bank holidays), flexible working practices, a generous defined-benefit pension scheme and a commitment to investing in and developing staff.

Principal location of work: University Alliance, Central London

Immediate line manager: Doctoral Training Alliance (DTA) Manager

Line management responsibility: none

Probation period: 6 months

Annual salary: £24,000-£27,000 per annum

Experience required for post: You will have effective time and task management skills, demonstrating an ability to deal calmly with the varied and conflicting demands involved with supporting the growth of a new initiative. You are able to exhibit excellent attention to detail and will be comfortable with providing day-to-day administrative support across multiple work streams. You will have experience supporting the co-ordination of complex projects, enabling them to be delivered on time and on budget. You will have demonstrable skills in writing effectively for different audiences and have previous customer service experience, understanding how to work well with people to consistently provide a first-class service. You should be a self-starter with the ability to work on your own initiative to deliver agreed outputs seeking advice and input where necessary.

Overall purpose of post: To support the development of the DTA student experience in a wide-ranging administrative role, including programme development; marketing; communications; training provision; placements; monitoring, evaluation and review process; quality assurance and financial administration. The role will also support the development of DTA National including the operations of multiple DTAs as future initiatives are launched.

General office/team administration

- Provide support to the DTA Manager to help ensure that all projects and training courses are delivered on time and on budget to a satisfactory standard
- Provide support to the work of other DTA support staff in times of absence and/or high volumes of work
- Provide office administration to include organising meetings, processing invoices and expense claim forms, acting as first point of contact, dealing with basic queries and referring more complex queries to relevant colleagues.

DTA administrative/programme systems

- Receive and distribute all attendance registers, maintain student records and ensure all stored data is accurate and up-to-date
- Actively input to the development of the DTA training programme, including residential events and elective programme
- Pull together materials required by the DTA Manager to promote the initiative and ensure these are regularly maintained
- Undertake ad hoc projects in support of the DTA work as required
- Identify ways to improve current systems to contribute to improvement of the DTA to exceed the expectations of students, staff and the wider group of stakeholders

Governance support

- Provide sectorial support to the key governance groups - DTA Management Group, Training Group – an annual schedule of meetings, liaison with partner universities to arrange hosting, meeting notification to group members, agenda development, formal minute taking and monitoring of actions.
- Provide sectorial support, as appropriate, to the Energy Subject Specialist Group
- Support the development of DTA National and the introduction of multiple DTA programmes as appropriate

Communications

- Act as DTA primary contact for all DTA Energy student issues using the most appropriate channels of communications and communicate with applicants as required
- Ensure that information on the DTA website is kept up-to-date, liaising with a 3rd party web developer to make technical changes when necessary
- Actively input into the development of a DTA Communications plan and timetable

Events & meetings

- Assist with the organisation and delivery of all DTA events and meetings, to include liaison with hosting universities, the coordination of key programme information for students and supervisors
- Attend annual residential Autumn and Summer School events as a representative of the DTA and UA Teams (will require travel)
- Attend governance DTA governance meetings as required (will require travel)

Providing flexible support in a small organisation including:

- Respond positively to change in a fast paced environment, including re-prioritisation and re-direction of projects
- Work as a team player within the DTA team and in support of the DTA National team
- Undertake ad hoc projects and work as directed by senior staff
- Provide any additional support for communications/publication/distribution/events if necessary
- Contribute to the broader objectives of University Alliance with a willingness to undertake a range of tasks as needed within a small team

Indicative percentage workloads:

Key accountability	% of time
Main responsibilities	90%
Providing flexible support	10%

Qualifications required for post: High standard of academic qualifications to degree or post-graduate level, or equivalent experience.

Required experience / skills

- A flexible and supportive approach to working within a small team to deliver shared objectives
- Experience in supporting the management of activities to promote a new initiative, through both online and offline channels
- Effective time and task management skills, demonstrating an ability to deal calmly with the conflicting demands of a varied workload, a mix of longer-term project work and ad-hoc requests with a short timescale
- Experience of managing and updating content to websites and social media channels
- Excellent interpersonal and customer services skills and an effective communicator with stakeholders of all levels

- Able to work on own initiative without close supervision to deliver agreed priorities and tasks, exercising judgement about when to seek advice and input
- Proven skills in supporting the maintenance of financial budgets

Desirable experience / skills

- Experience of working in multi-institutional projects across multiple geographical locations
- Experience of working in an higher education administration role or equivalent national administration role
- Stakeholder management skills