

## Programme Administrator Job Specification

The University Alliance is looking for a dynamic Programme Administrator to support the day-to-day delivery of the Doctoral Training Alliance (DTA) training programme for doctoral researchers and supervisors across a national network of 20 universities.

The Programme Administrator will work closely with the DTA3 Cofund Programme Manager and all members of the UA Programmes Team, as well as Programme Leads from partner universities, to ensure that a successful and effective programme is supported in its delivery and monitoring to the relevant UK and EU standards.

This is an exciting opportunity for someone who is highly organised with great attention to detail. This role would suit someone who is looking to develop their administrative and monitoring and evaluation skills within a supportive and exciting team environment.

### **About University Alliance**

University Alliance is a mission group within the higher education sector, representing and supporting large to mid-sized, world-leading civic universities with a professional, technical and vocational focus with strong links to business and the public sector services. We are respected as a thoughtful and constructive force in the higher education sector and are committed to being an effective and powerful voice of professional and technical universities. Our new unifying vision is professional and technical universities working together, unlocking potential and effecting change.

### **Our objectives**

We advocate for our members as world-leaders in providing technical, professional and vocational higher education in the UK.

We champion the critical role that our members play in their communities; the lives they change, the potential they fulfil; their strong links with business, creative industries and through delivering the critical public sector skills workforce.

We have excellent links with decision-makers in government at all levels, which means we can influence policy debate, creation and implementation.

## Our values

We are passionate about what we do and ambitious to achieve excellence across our mission.

We are collaborative, open minded and entrepreneurial – willing to consider new ideas, 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.

## University Alliance member principles

Members of the Alliance share a set of common strengths and principles these are:

- A commitment to excellence, world-leading practices and outcomes
- Prioritising innovative teaching and the student experience
- Place based research and engagement with industry and communities
- Delivering talent and skills for industry and public services
- A commitment to supporting social diversity

For more information, please visit: [www.unialliance.ac.uk](http://www.unialliance.ac.uk)

## Our programmes

We currently run two key programmes:

Our Doctoral Training Alliance (DTA) model offers PhD students a fully-funded postgraduate programme, enhanced skills development package, an expert support network and improved employment opportunities. The DTA currently focuses on three interdisciplinary areas: Applied Biosciences for Health; Energy; and Social Policy, across 20 universities nationwide. It is the largest multi-partner doctoral training initiative in the UK.

Our new extended Doctoral Training Alliance (DTA3) opens up our existing doctoral training initiatives to EU and international PhD students – backed by a €6.5million award from the European Commission, under the Marie Skłodowska-Curie (MSCA) COFUND scheme.



## The Role

This role sits within the University Alliance's Programmes Team, and will primarily be focused on playing a key role in supporting the work of the Doctoral Training Alliance (DTA) programme but will work closely with all members of the organisation as required.

The post holder will have lead responsibility for co-ordinating the monitoring and evaluation of DTA cohorts and alumni as well as supporting key governance tasks of programme administration. The annual programme of activity includes individual workshops, induction events, residential events, conferences and writing retreats for doctoral researchers, supervisors and alumni with programme activities taking place at host universities across the Alliance.

You will be a self-starter, able to independently manage and direct your work plan; have excellent administration skills with a high level of Microsoft Excel proficiency and a meticulous attention to detail is essential. Demonstrable capabilities of data collection, data analysis and report writing would be advantageous.

## **Main responsibilities**

### **Monitoring and evaluation**

- Responsible for cohort monitoring and evaluation for all programmes - analysis and benchmarking of data, including attendance and engagement monitoring of programme events and activities, in line with the evaluation framework and other funder requirements;
- Maintain and enhance a comprehensive researcher log that tracks researcher data, progress and attendance (through online survey monitoring data and career development plans);
- Responsible for supporting the annual evaluation process including supporting the preparation of the annual review report;

### **Dissemination of activity**

- Setting up and managing quarterly online surveys to monitor researcher project dissemination in order to support the tracking of research dissemination and impact of programmes. Monitoring social media accounts for dissemination activity;
- Support the design and development of the DTA Alumni Network, to include production and maintenance of a destination data tracking system, identification of case studies and facilitation of focus groups and student panel events;

### **Governance support**

- Secretarial management of DTA Management Group, to include production of agenda, papers, minutes and taking forward actions;
- Support the process of engaging and developing the Independent Advisory Groups;
- Ongoing administrative activities for the DTA3 programme including collation of student timesheets, collation of payroll reports and preparation of tracker reports, placement tracking and supporting Horizon 2020 reporting;

### **Miscellaneous**

- Supporting other key areas of programme administration including organising and booking team travel;
- Other duties and general support tasks as required by the Chief Executive or senior staff in accordance with the strategic objectives of the University Alliance.

**Main terms and conditions**

University Alliance staff benefit from generous terms and conditions including 25 days' leave plus concessionary days (supplementary to bank holidays), flexible working practices, pension scheme and a commitment to investing in and developing staff.

**Principal location of work:** 109 -117 Middlesex Street, London, E1 7JF.

**Line manager:** Programme Manager – DTA3/Cofund, Heather Bennett

**Probation period:** 6 months.

**Starting salary:** c. £25,000 per annum

**Conditions:** fixed-term for 12 months initially, full-time but would consider part-time (minimum of 4 days)

**Application process:** to apply please download the application form provided on our website and follow instructions provided.

Please send the completed application form with the subject line 'Programme Administrator' to [info@unialliance.ac.uk](mailto:info@unialliance.ac.uk) by the deadline date.

### Person specification

Specification	Essential
1. Education/Training	Degree-level qualification and / or equivalent qualifications or experience.
2. Relevant Experience	<p>IT literate, comfortable with using a range of, and identifying the appropriate, software tools for specific tasks</p> <p>Working with individuals and groups at a range of levels across organisations</p> <p>Experience of data collection and analysis is desirable</p> <p>Experience of setting up online surveys using Survey Money is desirable</p>
3. Relevant Skills/Aptitudes	<p>Proficient Excel skills are essential</p> <p>Highly organised with an ability to prioritise tasks with meticulous attention to detail – will need to deliver a high standard of work to fixed deadlines</p> <p>A self-starter, you are confident to work under your own initiative with minimal supervision.</p> <p>Strong team player, quick to support colleagues across different teams where needed and deliver joint results</p>
4. Special Requirements	<p>Professional approach</p> <p>Proactive self-starter</p> <p>Self-motivated and able to use initiative</p> <p>Ability to work as part of a small team</p>
5. Other	<p>Confident, open approach to dealing with colleagues of all levels, internally and externally.</p> <p>Willingness to travel across the network to attend meetings and residential events as required</p>