

Programme Administrator

About the role

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 19 universities. The Programme Administrator will work closely with the Deputy Head of Doctoral Training and all members of the UA DTA 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.

This role sits within the University Alliance's DTA Team, and will primarily be focused on playing a key role in supporting the work of the Doctoral Training Alliance (DTA) programmes but will work closely with all members of the organisation as required. The post holder will undertake core administrative tasks required to support the effective running of the DTA programmes. The post-holder will provide key administrative support for the monitoring and evaluation of the DTA community – including doctoral researchers, supervisors and alumni – as well as supporting the financial administration of the DTA programmes. 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 would be advantageous.

To provide core administrative support to the DTA programmes and Team including:

Monitoring, evaluation and reporting

- Responsible for cohort monitoring which feeds into the evaluation framework for all programmes. This will include maintaining a comprehensive researcher log database that tracks student researcher and supervisor data, progress and attendance at all programme events and other key activities through online survey monitoring data and career development plan monitoring.
- Tracking student project work dissemination activities through distributing online surveys and collating the data they provide. Additionally, monitoring social media accounts for dissemination activity of current students and alumni to support wider work of assessing the impact of programmes and production of core documents.

- Ongoing administrative activities for the DTA3 programme including placement tracking and supporting Horizon 2020 reporting.

Financial Administration support

- Financial administrative activities for the DTA3 programme including, collation of payroll reports, supporting creation & distribution of payroll trackers & assisting with invoicing.
- Support the annual process of invoicing for DTA subscription fees.

Governance support

- Provide administrative support for the DTA governance groups, which will include securing dates and booking meetings, setting up online meetings and/or booking physical venues, arranging catering where appropriate and support the minute taking process.
- Maintain external stakeholder contact list and tracking documents.

Miscellaneous

- Supporting other key areas of DTA Team admin including organising & booking travel, event planning including sourcing suppliers, arranging couriers amongst other duties.
- 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.

About University Alliance

University Alliance is a mission group within the higher education sector representing large to mid-sized universities working at the heart of their communities. Alliance universities partner with industry and the professions to deliver the workforce of today and tomorrow through practical, professional, skills-based learning and applied research. UA has excellent links with decision-makers in government at all levels and we are committed to being an effective and powerful voice of professional and technical universities.

- We are a forward thinking and values-driven organisation
- We operate a generous holiday allowance plus concessionary days
- We offer a work-based pension scheme
- We are based in UA's Central London touchdown* space (*subject to change depending on government's latest guidelines related to the pandemic*), but there is flexibility to work remotely for part of the working week and we provide all relevant equipment to accommodate this.

Our principles/values as mission group

We are open and honest

We are professional and positive

We are collaborative

We are impactful
We have fun and are enjoyable to work with

Our areas of work

- We advocate for our members as world-leaders in providing technical, professional and vocational higher education in the UK.
- We work with our members on collective policy development and campaign formation, championing the expertise of Alliance universities across key audiences and influencers.
- We search for innovative solutions to the issues facing professional and technical universities, working to influence decision-makers and shape the policy landscape to create the best conditions for our members.
- We facilitate networks for professional and academic staff to collaborate and share expertise.
- Through our Doctoral Training Alliance programme, we unlock funding and partnership opportunities for universities and students in applied research excellence.

To find out more about University Alliance, our work and our members, visit www.unialliance.ac.uk

Terms and Conditions:

University Alliance staff benefit from generous terms and conditions including 25 days annual leave (or pro rata for a part time appointment), standard public holidays plus additional concessionary days, flexible working practices, pension scheme and life cover.

University Alliance values diversity and is an equal opportunities employer. We actively encourage applications from people from diverse background.

Principal location of work:

University Alliance operates an agile working model where staff have the option to work the majority of the week remotely with access to a 'touchdown' space on one of the campuses of our member universities (Coventry University's London campus) for times when physical presence is required or preferred for performing job roles. This is subject to change depending on government guidelines relating to the pandemic.

The *touchdown space is a modern, secure, bright, roomy shared spaced predominantly for the use of Coventry University's student alumni and enterprise students. The space is not a traditional office space, it operates a clear desk space with Wi-Fi and access to printing facilities and its primary use is for collaborative working with colleagues across the organisation. We also have access to a room booking system for meetings and tea and coffee making facilities.

Line manager:	Deputy Head of Doctoral Training
Probation period:	6 months
Starting salary:	£25,000 per annum, pro rata for part-time
Hours:	Part-time (15 hrs per week) – flexible working pattern across the working week to be agreed with the line manager
Contract type:	12-month fixed term contract, 0.4 FTE

Application process:

To apply, please review the job description and apply via an email with the subject line: **Programme Administrator** to info@unialliance.ac.uk

- 1) An up-to-date CV of no more than two sides of A4.
- 2) A cover letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role.

Please also mention where you saw the job advertised.

Closing date:	11.59pm Thursday 16 th September 2021
Pre-interview Excel task:	22-23 September 2021
Interview date:	Interviews via MS Teams Wednesday 29 th September 2021

Please submit your application as soon as possible to avoid disappointment as we reserve the right to close vacancy prior to the published closing date. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

Person specification

Specification	Essential	Desirable
1. Education/ Training		Degree-level qualification and/or equivalent qualifications or experience
2. Relevant Experience and knowledge	<ul style="list-style-type: none"> IT literate, comfortable with using a range of, and identifying the appropriate, software tools for specific tasks Excellent knowledge of Excel including using pivot tables and data filtering Working with individuals and groups at a range of levels across organisations 	<ul style="list-style-type: none"> Experience of setting up online surveys using Survey Monkey is desirable Experience of data collection and analysis is desirable
3. Relevant Skills/aptitude	<ul style="list-style-type: none"> Proficient Excel skills are essential 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 A self-starter, you are confident to work under your own initiative with minimal supervision. Strong team player, quick to support colleagues across different teams where needed and deliver joint results 	
4. Personal qualities	<ul style="list-style-type: none"> Professional approach Proactive self-starter Self-motivated and able to use initiative Ability to work as part of a small team Confident, open approach to dealing with colleagues of all levels, internally and externally. 	
5. Other		Willingness to travel to attend meetings and events as required (when COVID restrictions allow)