

## **University Alliance Job Description**

**Post title:** Programme Administrator  
**Responsible to:** Deputy Head of Doctoral Training Programmes  
**Responsible for:** N/A

### **Main purpose of the job**

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) programme 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 DTA community – include 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.

### **Responsibilities and duties:**

- 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, 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.
- Supporting tracking and recording of programme alumni data including destination tracking.

**Event/Training Activities Support**

- Provide administration support to the DTA training programme, including such tasks as setting up and dissemination of workshop booking information via Eventbrite, managing attendance lists, sharing joining instructions and any follow up information as required.
- Attendance at key training events and in-person meetings, as required, supporting with logistics and smooth running of activities.

**Financial Administration support**

- Financial administrative activities for the DTA3 programme including, collation of payroll reports, supporting creation & distribution of payroll trackers & assisting with invoicing reports. Support collation of data for audit paper trail.
- 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 minute taking process.
- Maintain external stakeholder contact list and tracking documents.

**Project work**

- Provide administrative support to the DTA/DTA3 website development project, which will include among a range of tasks including collating data, uploading data and text to webpages and video editing.

**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.

**Responsibility for budgets:** N/A

**Relationships/contacts**

**Internal:** Staff across the organisation all levels.

**External:** Students and Staff at all levels within our member universities including staff of professional and educational institutions. Individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Programme Administrator, to indicate the level of responsibility. It is not intended to be a

comprehensive or exhaustive list and we may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

**Terms and Conditions:**

|                              |                                                                                                                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Starting salary:</b>      | £25,000 per annum, pro rata for part-time                                                                                                                                                     |
| <b>FTE:</b>                  | Part-time 0.6 FTE (working 22.5 hours per week)                                                                                                                                               |
| <b>Duration of Contract:</b> | Fixed term for 12 months                                                                                                                                                                      |
| <b>Probation period:</b>     | 6 months                                                                                                                                                                                      |
| <b>Annual leave:</b>         | 25 days (pro rata for part-time) plus standard public holidays and additional concessionary days including the closure of our office between Christmas and New Year (pro rata for part-time). |

Other benefits include flexible working practices, pension scheme and life cover.

**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.

**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](mailto:info@unialliance.ac.uk)

- 1) An up-to-date CV of no more than two sides of A4.
- 2) A covering 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 15<sup>th</sup> September 2022

**Interview date:** Interviews via MS Teams

Pre-interview task W/c 19th September 2022

First interview W/c 26 September 2022

The selection process will include an interview and a pre-interview excel task confirmed following initial shortlisting

We reserve the right to close the vacancy prior to the 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.

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

**Right to work in the UK**

If you are successful in your application, you will be required to demonstrate your right to work in the UK. The latest information about your right to work in the UK is available on the UK government website [here](#)

University Alliance is unable to sponsor candidates.

**Person Specification**

| Specification          | Essential                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                         |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/<br>Training |                                                                                                                                                                                                                                                                                                    | Degree-level qualification and/or equivalent qualifications or experience                                                                                                                                         |
| Experience             | <p>IT literate, comfortable with using a range of, and identifying the appropriate, software tools for specific tasks</p> <p>Excellent knowledge of Excel including using pivot tables and data filtering</p> <p>Working with individuals and groups at a range of levels across organisations</p> | <p>Experience of setting up online surveys using Survey Money is desirable</p> <p>Experience of data collection and analysis is desirable</p> <p>Experience of video editing and website maintenance /editing</p> |
| Skills/aptitude        | <ul style="list-style-type: none"> <li>Proficient Excel skills are essential</li> </ul>                                                                                                                                                                                                            | Experience of using video conferencing such as MS Teams, Zoom                                                                                                                                                     |

| Specification      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable                                                   |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                    | <ul style="list-style-type: none"> <li>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</li> <li>A self-starter, you are confident to work under your own initiative with minimal supervision.</li> <li>Strong team player, quick to support colleagues across different teams where needed and deliver joint results</li> </ul> |                                                             |
| Personal qualities | <ul style="list-style-type: none"> <li>Professional approach</li> <li>Proactive self-starter</li> <li>Self-motivated and able to use initiative</li> <li>Ability to work as part of a small team</li> <li>Confident, open approach to dealing with colleagues of all levels, internally and externally.</li> </ul>                                                                                                                         | Knowledge and interest in the higher education sector       |
| Other              | Willingness to travel to attend meetings and events as required                                                                                                                                                                                                                                                                                                                                                                            | A willingness to undertake further training and development |