



**Job Title:** CDT Centre Administrator

**Grade:** 5

**Salary:** £26,338 to £30,805 per annum, pro-rata if part-time

**Department:** School of Engineering

**Hours/Contract:** Full-time or job share, fixed term contract from 01 April 2025 (or soon after) to 30 September 2031

**Job Family:** Management and Administration

**Reference:** 11234

## Role Purpose

To provide administrative support within the EPSRC Centre of Doctoral Training (CDT) in Digital Transformation of Metals Industry (DigitalMetal CDT) in the School of Engineering, University of Leicester.

The post holder will deliver the administrative support for the successful delivery of the CDT. The post holder will oversee the administrative functions of the CDT, including monitoring of the CDT PGRs, supporting organisation and administration of the training programme and governance.

They will report and work closely with the CDT Manager. They will also provide administrative support to the CDT lead (prof. Hong Dong), The role will require working with University of Leicester central teams, as well as the institutional leads for the 4 University partners and the equivalent administrative support teams

The CDT will have over 60 PGRs across four cohorts, involving five Universities and a large number of industrial and non-HEI partners.

## Main Duties and Responsibilities

- Act as point of contact for general enquiries and resolutions from postgraduate research (PGR) students and academic staff, about the CDT and degree processes, escalating more complex queries to the CDT manager, including:
  - Training courses
  - CDT events
  - Conferences and workshops
  - Other PGR activity within the CDT programme
  - Financial matters
- Deliver Research Degree administrative support for PGR students and supervisors within the CDT, ensuring that queries are and dealt with or triaged appropriately and responded to in a timely manner.
- Perform Research Degrees support tasks for PGR students and academic staff based at Leicester, across the full PGR student lifecycle from recruitment to graduation.
- Support the CDT Manager with other processes relating to the CDT, including:
  - Ensuring that information in brochures and the website is up to date and accurate.
  - Process applications for the CDT, supporting scholarship arrangements (incl. finance processes),
  - Provide administration in connection with admissions, probation and progress reviews, and organising the induction processes.





- Monitoring student attendance for international students and maintaining records.
- Provide reports to the CDT Manager on PGR applications / progression.
- Provide committee servicing and administrative support for the boards within the CDT. Duties will include: organising room bookings, catering, circulating agendas and minutes
- Marketing and publicity of CDT events and studentships (e.g. for mail/e-mail shots to relevant institutions and specific publicity through 'Find a PhD', Jobs.ac.uk; sector specific journals, professional bodies). Supporting the production of fliers and other publicity materials.
- To liaise with staff (administration and management) at both University of Leicester and the partner CDT institutions and to attend joint meetings and events as required.
- To ensure compliance with relevant University and CDT policies and procedures (e.g. GDPR).
- To undertake any training and development deemed appropriate for the position by the CDT Director / Deputy / Manager and the line manager

### **General Administration**

- To service CDT meetings (Management Board, Steering Group, Advisory Body, internal staff/student meetings), both at Leicester and at partner institutions in the UK.
- To undertake general clerical duties such as electronic archiving, database entry and retrieval, photocopying, filing, binding and laminating of documents.
- Marketing and publicity of CDT events and studentships (e.g. for mail/e-mail shots to relevant institutions and specific publicity through 'Find a PhD', Jobs.ac.uk; sector specific journals, professional bodies). Supporting the production of fliers and other publicity materials.
- To liaise with staff (administration and management) at partner CDT institutions and to attend joint meetings and events at partner institutions as required.
- To ensure compliance with relevant University and CDT policies and procedures (e.g. GDPR).
- To undertake any training and development deemed appropriate for the position by the CDT Director / Deputy / Manager and the line manager

### **Postgraduate Research Students**

- Liaising with the University's Doctoral College (DC) and the Post Graduate Research (PGR) Admissions Tutors, to be responsible for processing PGR student applications and supporting documentation such as references.
- To assist with the preparation and processing of studentship documentation and to ensure that appropriate records are maintained and accurate.
- To be responsible for arranging annual review and progression meetings and for collating the relevant documentation in a timely manner.
- To maintain PGR records and liaise with academic colleagues to update the university student record system in respect of PGR progression





## Business Administration

Using the University Finance Systems, to be responsible for day-to-day CDT business administration as the Designated Department Person (DDP), including many of the financial activities relating to the CDTs such as:

- Purchasing goods and services, including raising purchase orders, invoices, and using a purchasing card
- Checking and processing claims in conjunction with appropriate school staff
- Processing journal transfers
- Booking events and making travel and accommodation arrangements for staff and research students. Assisting academic colleagues with costing of, expenses related to events and conferences as required.
- To be the first point of contact for queries associated with CDT financial transactions and to provide appropriate financial information and advice to staff, PhD and research students in the School and the CDT.
- To maintain appropriate financial records and, in conjunction with the Centre Director/Deputy/Manager, to proactively monitor non-pay budgets.
- To develop effective working relationship with finance colleagues in the School and in the University Finance Office, to ensure that all processes and procedures reflect and comply with University policy

## Internal and External Relationships

Academic staff within the School of Engineering more widely, Professional Services staff in the administration and technical services teams to coordinate research and education activities in your area within the School, the College, and the University, and the CDT consortium  
Collaboration with other schools within the University, industrial partners, and other higher-education institutions and schools both nationally and internationally.

- Doctoral College
- CSE Finance Hub
- Finance Division
- PGR Admissions
- PGR Tutors / Director
- Academic PGR admissions leads
- School Operations
- Supervisors
- CDT PGRs

## Planning and Organising

Responsible for proactively managing own assigned workload and administrative duties to achieve a number of key deadlines through the academic year.





- The role holder is expected to manage their own time and daily activities.
- Plan and prioritise own work activities for the weeks ahead.
- Support the organisation of internal activities, collating and recording defined information documentation as requested.
- The role holder is expected to organise record keeping to ensure that student progression is monitored closely.

**Qualifications, Knowledge and Experience**

**Essential**

- Educated to A level standard or equivalent\*
- Substantial work experience as an administrator in a busy environment\*
- Experience of data input and accurate record-keeping\*
- Familiarity with academic and financial regulations

**Desirable**

- Experience of working within a HE setting
- Working knowledge of relevant University systems e.g. SAP, LUCRE processes and procedures
- Flexibility and the ability to adapt to a changing work environment.
- Excellent interpersonal, organisational, oral and written communication skills.
- Able to work with accuracy and attention to detail.
- A willingness to be flexible towards duties and adaptable to change

**Skills, Abilities and Competencies**

**Essential**

- Able to plan, prioritise and work independently with minimal supervision
- Excellent practical IT skills including Microsoft Office and Outlook diary management.\*
- Ability to work as both as a member of a team whilst also demonstrating independent working and initiative
- Willing to undertake occasional UK travel for CDT meetings & events

**Desirable**

- Flexibility and the ability to adapt to a changing work environment.
- Excellent interpersonal, organisational, oral and written communication skills.
- Able to work with accuracy and attention to detail.
- A willingness to be flexible towards duties and adaptable to change

***\*Criteria to be used in shortlisting candidates for interview***

**Reason for Fixed Term Contract**

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

**Criminal Declaration**





If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

