



1 Advertisement

Post Title: Assistant Research Manager (Doctoral Researchers)

School/department: Science Schools Professional Services

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE / 36.5 hours
Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21215

Salary: starting at £32,982 to £37,099 per annum, pro rata if part time current salary scales can be found here

Placed on: 31 July 2023.

Closing date: 22 August. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: To be confirmed.

Are you experienced administrator or manager with a proven track record of providing excellent research support?

The Schools of Engineering and Informatics, Life Sciences, Mathematical and Physical Sciences and Psychology are delighted to be recruiting to this exciting new post with huge potential.

With over 500 Doctoral Researchers the science PhD community is thriving. As Assistant Research Manager you will work closely with our four friendly science research support teams to administrate an exceptional doctoral researcher experience:

- Provide expert leadership to teams
- Take overall responsibility for the administration of science school research degrees
- Take personal accountability for the team's financial management of PhD studentships, bursaries, and grants. Ensuring team members are trained, supported, and working with accuracy.
- Oversee an exciting array of research events. Promote staff, and student training, in line with university regulations and the Vitae researcher development framework
- Seek out and promote opportunities to increase science PhD success in line with strategic objectives
- Identify and implement opportunities to promote a positive research culture across science
- Deputise for the Senior Research Manager (Science) in doctoral researcher matters

You will join a lively science management team and enjoy peer support and collaboration within a vast network of colleagues, professional services and academic alike. You will represent the interest of science doctoral researchers wherever you go, leading discussion and projects within science and at university level.

You will have excellent organisational and communication skills and be both a team player and confident to work on your own initiative, setting priorities and managing your workload.

You will be a conscientious and authentic people manager who prioritises staff wellbeing while achieving excellent results from and with their staff.

Finally, you will have a solid understanding of doctoral research finance, meticulous attention to detail and a systematic problem-solving style. Able to confidently advise senior colleagues on policies and procedures related to doctoral researcher administration.

Please contact Gemma Harman G.Harman@sussex.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and Black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at:

<http://www.sussex.ac.uk/mps/>

<https://www.sussex.ac.uk/ei/>

<http://www.sussex.ac.uk/lifesci/>

<https://www.sussex.ac.uk/schools/psychology/>

Job Title:	Assistant Research Manager (Doctoral Researchers)
Grade:	Grade 6
School/Division:	Science Schools Professional Services
Location:	Falmer, Brighton, UK
Responsible to:	Senior Research Manager (Science)
Direct reports:	Research and Enterprise Coordinators, Research Support Coordinators, Clerical Assistants
Key contacts:	Senior Research Manager, Directors of Doctoral Studies, Research Development Managers, Research Finance Officers, Doctoral School, Research Support Professional Services colleagues in the School and across the university.
Role description:	<p>The Assistant Research Manager (Doctoral Researchers) holds operational responsibility for all Doctoral Researcher (PhD) focused activities across Science Schools Professional Services.</p> <p>They will be instrumental in developing and implementing the doctoral / early career research strand of the science schools research strategies with the Senior Research Manager, Directors of Doctoral Studies, and wider research team.</p> <p>The post will contribute to the development of PS systems, policies and processes that support delivery of school's research strategies and will line manage members of the professional services research team.</p>

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote, and maintain high quality, Professional Services, engendering a culture of continuous improvement.

2. Lead the operational outputs of a small team of individuals.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.
5. Hold operational responsibility for all Doctoral Researcher (PhD) administrative activities across science schools.

KEY RESPONSIBILITIES

1. Team leadership

- 1.1 Lead a small team to support the achievement of targets and objectives.
- 1.2 Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the methods of working.
- 1.4 Support the development of others, providing training and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation, and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues, or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

5 Key responsibilities

- 5.2 Operational responsibility and professional services oversight of the Doctoral Researcher journey, administration, and experience in all science schools.
- 5.1 Work with science research support teams, the Doctoral School, and Directors of Doctoral Studies to identify best practice and opportunities for improvement in Doctoral

Researcher administration and experience. Including but not limited to admissions and interview processes, progression reviews, finance, supervisor training and research culture.

- 5.2 Oversee school level policy and regulatory compliance as pertains to doctoral researchers to include UKVI and academic standards/quality assurance.
- 5.3 Develop and streamline processes to support the school(s) research culture.
- 5.4 Work with Directors of Doctoral studies, PhD supervisors, Doctoral Researcher Reps, and research support teams to review PRES results, develop, implement, and review PRES action plans. Create a culture of continuous improvement that maximises the Doctoral Researcher experience.
- 5.5 Work with all relevant professional services teams to develop and continuously improve Doctoral Researcher financial management including, grant capture, studentships, bursaries, and research training support grants.
- 5.6 Take overall responsibility for the financial work of school research support teams, serving as an escalation point for more complex issues and having oversight of their major outputs.
- 5.7 Work closely with the Doctoral School to promote science PhD success, to include liaison on and promotion of relevant Doctoral Training Programmes/Centre's (DTP/DTC/CDT)
- 5.8 Through the work of their team oversee an extensive range of Doctoral Researcher focused events across the science schools, including induction.
- 5.9 Liaise with doctoral researchers, faculty, schools research and communications teams and relevant central professional services teams to communicate and celebrate science doctoral researcher activity and achievements through a variety of outputs, including web, media, social media, and bespoke publications.
- 5.10 Maintain an understanding of developments in research student related policy and strategy, both internally and externally, including in relation to funding, assessment, and other areas with implications for the school's research and operations.
- 5.11 Represent science schools in university level discussion, committees and working groups. Working closely with colleagues in similar roles across the university.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a small team of staff
- This role has no budget responsibilities.
- This role has no equipment or premises responsibilities.
- Responsible for the achievement of specific sub-targets under the Science Schools research strategy.
- The post holder reports to the Senior Research Manager (Science), working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional

Services & their schools. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of science schools' compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure, and guidance in relation to those compliance matters in respect of students, staff, and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role
2. A practical knowledge and understanding of the specialist area of research support.
3. Effective team leadership skills
4. Good oral and written communication skills with the ability to present information in a way that can be understood the audience.
5. Planning and organisational skills with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Commitment to customer excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of research and knowledge exchange funding in Higher Education.
2. Knowledge of research assessment, reporting, governance, and compliance.
3. Knowledge of research student administrative processes

4. A practical knowledge and understanding of the doctoral researcher journey.
5. Experience developing new systems or processes.
6. Experience of studentship, bursary or grant financial administration.
7. Demonstrable experience of effective team management or supervision, motivation, and recruitment
8. Demonstrable experience of working cooperatively with others to meet shared objectives.
9. Ability to develop and support networks.
10. Proactive and independent yet highly collaborative.
11. Flexible, adaptable, and responsive to change.
12. Ability to perform under pressure and work to tight deadlines.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector
2. Experience of working within an academic school
3. Experience of working within a science school
4. Experience working in a similar role in higher education or in research organisation.