



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Graduate Studies Administrator</b>
<b>Department:</b>	<b>Research &amp; Innovation Services</b>
<b>Location:</b>	<b>Llandaff</b>
<b>Grade:</b>	<b>4 AB</b>
<b>Salary:</b>	<b>£25,217 - £30,046 per annum</b>
<b>Tenure:</b>	<b>Fixed term until 31<sup>st</sup> July 2023</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Accountable to:</b>	<b>Deputy Director of Research</b>

### Role Summary:

**This is to cover administrative duties that help Research & Innovation Services (R&IS) achieve the Measures of Success aligned to the University's strategic plan (2017-2023) by supporting the enhancement of Graduate Studies provision across the university.**

The role holder will work closely with the Director and Deputy Director of Research (DDoR), the University's Graduate Studies Officer (UGSO), other staff at R&IS, and staff at the London School of Commerce (LSC).

Duties will include: 1) supporting the development and ongoing maintenance of the new Doctoral Academy Online Portal; 2) communicating regularly with LSC staff and Postgraduate Research (PGR) students for progress updates and completion of required progression documentation; 3) supporting PGR students at the LSC to complete documentation on PhD Manager appropriately; 4) collating progress information of LSC and Cardiff Met PGRs for regular reports to the DDoR; 5) organizing PGR induction and training seminars at Cardiff Met and the LSC for Cardiff Met staff to deliver; 6) preparing documents for, and post, University Research Degrees Committee meetings; 7) organizing hard copy progress documentation not presented on PhD Manager; 8) supporting the work of the

Registry Officer for Higher Degrees; and 9) supporting ongoing PGR enhancement initiatives.

### **Principal Duties and Responsibilities:**

1. Provide administrative support for the partnership between Cardiff Met and LSC for PGR degrees at the LSC. This will include the regular communication with relevant staff and PGR students for progress updates and the completion of required progression documentation on PhD Manager (and hard copy, where relevant), and the ongoing recording of such information on existing databases;
2. Collate progress information of LSC and Cardiff Met PGRs on a regular basis for reporting to Research Degrees Committee;
3. Liaise with the DDoR, the UGSO and LSC staff to organizing Induction and regular PGR training seminars at Cardiff Met and the LSC;
4. Support the UGSO in the management of work for Cardiff Met's Research Degree Committee, including the preparation of documents for, and post, meetings;
5. Supporting the R&IS Graduate Studies Team in the organization and delivery of 'meet and greet' and induction days for PGRs;
6. Support the R&IS Graduate Studies Team in the development and ongoing maintenance of the new PGR Online Portal, including uploading training events, relevant information and contributing to any relevant enhancement initiatives;
7. Support the R&IS Graduate Studies Team in the delivery of the Enhancement Action plan, through collation of data and preparation of reports;
8. Be available for the R&IS Graduate Studies Team meetings, and minute the sessions, where relevant;
9. Support the R&IS Graduate Studies Team in the development and ongoing maintenance of the new Doctoral Academy Online Portal, including creating and updating web pages, uploading training events, relevant information and contributing to any related enhancement initiatives;
10. Support the work of the Registry Officer for Higher Degrees, including the administration of taught and professional doctorate exam board, the organization of Viva Voce examinations and being the first point of contact for all External Examiners and PGRs awaiting examination;
11. Where required, completion of other administrative duties suitable to the grade assigned by the DDoR.

### **Additional Information:**

### ***Standard Notification***

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures. R&IS GSC Administrator



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

**PERSON SPECIFICATION**

Post: Postgraduate Research Studies Administrator

Unit/School: Research and Innovation Services

\*Key  
A - Application form  
I - Interview  
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Honours degree in any subject	X		
Education & Qualifications (Desirable)				

Knowledge (Essential)	An understanding of understanding of research student administrative processes or equivalent environment	X	X	
	Knowledge of new QAA principles for Higher Degrees	X	X	
	An understanding of the application of IT in an office environment	X	X	
	An understanding of quality standards in service delivery	X	X	
Knowledge (Desirable)	Knowledge and understanding of issues associated with working in an HE environment	X		
Skills & Abilities (Essential)	Good team working skills. The ability to engage well with others within a team setting for the benefit of team performance.	X	X	
	Strong verbal communication skills. The ability to use appropriate language based on a wide variety of audiences.	X	X	
	Strong written communication skills. To be able to write in an appropriate manner across a wide range of mediums and to a variety of audiences.	X	X	
	Ability to use Office (Excel, word, PowerPoint) to a good level.	X	X	
	Confidence in using many types of information technology.	X	X	
	Numerate with strong analytical skills.	X	X	
Skills and Abilities (Desirable)	The ability to work to strict deadlines with excellent time management and organisational skills.	X	X	

Experience Paid/Unpaid (Essential)	Experience of creating and editing online pages and resources	X	X	
	Experience of working in a consumer facing administrative role.	X	X	
	Experience of writing analytical reports for a range of audiences.	X	X	
	Experience of organizing events and/or activities in a range of settings.	X	X	
	Determining priorities of work and monitoring progress to achieve targets within agreed timescales.	X	X	
	Experience of following strict guidance for administrative activity.			
Experience Paid/Unpaid (Desirable)	Experience of working in HE.	X		
	Experience of research degree administration.	X		
	Experience of working within a team environment	X		
Other Requirements (Essential)	To provide a professional and friendly experience for all engaged with during the role.	X	X	
Other Requirements (Desirable)	Welsh Speaker	X		