



Edge Hill University

Research Degree Administrator

Reference: EHA2232-0722

Salary: £23,144 - £24,948 per annum
Grade 4, Points 15 – 18

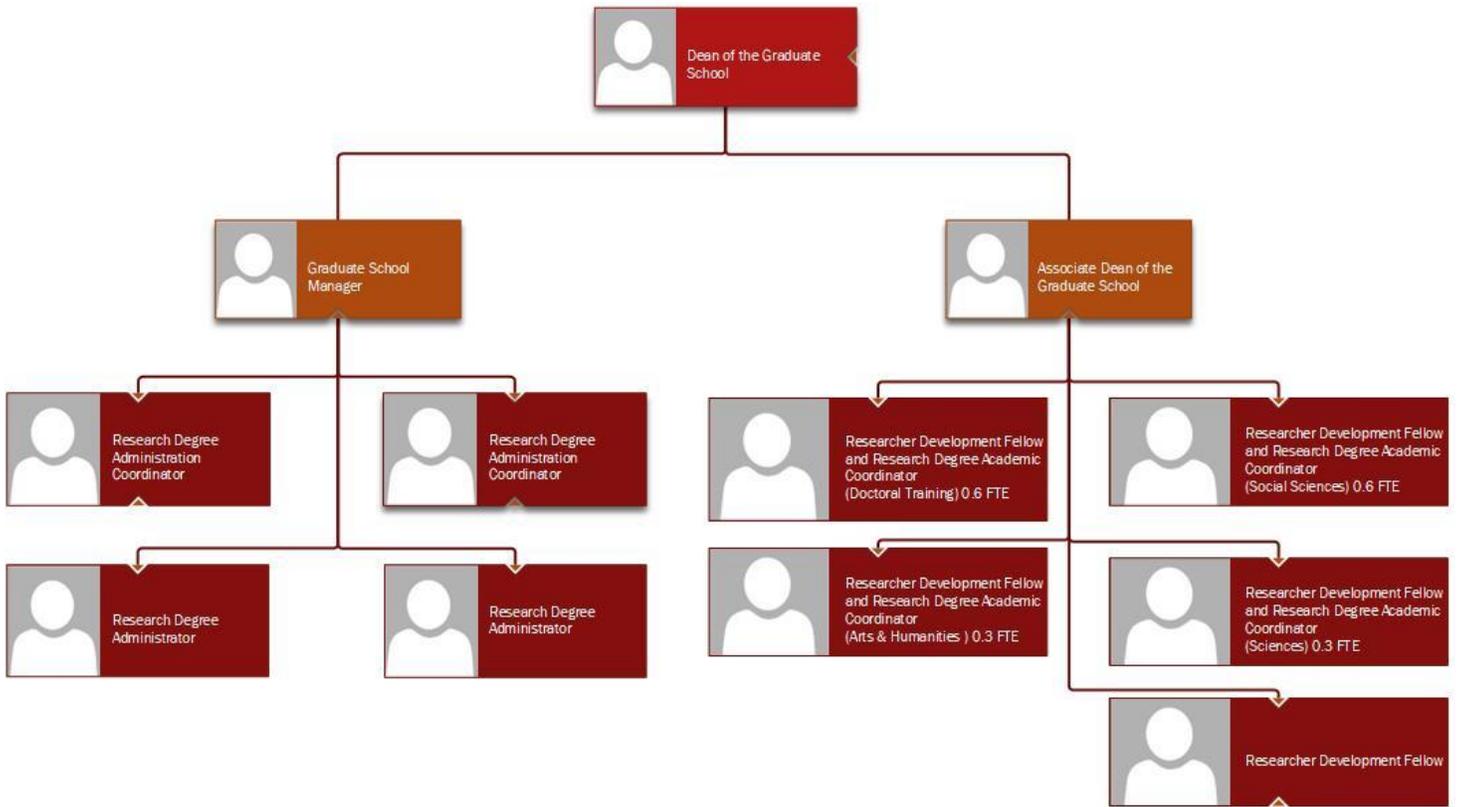
Contract Type: Permanent

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



Team Structure



Updated: 20 July 2022

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Research Degree Administrator
Full Time (36.25 hours),
Permanent
EHA2232-0722**



**Edge Hill
University**

Accountable to: Dean of the Graduate School

Reporting to: Graduate School Manager

About the Role

You will be a member of the Graduate School administrative team, located within the University's Graduate School, with specific primary responsibility for administration in relation to research degree admissions, progression and examination across the University. In addition to being responsible for arranging admissions interviews and vivas (oral examinations), maintaining and reporting on PGR records including those related to admission, progression and examination for various subject areas across the University, you will also be responsible for overseeing the Graduate School staff diaries and the supervisor directory as well as processing right to work checks and financial claims from visiting lecturers. In addition, the quarterly Graduate School Bursary fund administration will be a part of your main role. As postgraduate researcher experience is a key priority, it is expected that you will support postgraduate researchers during their studies by dealing with enquiries swiftly and accurately, including being proficient in the application of the Research Degree Regulations across all levels. You must be flexible and responsive to the demands of the team, postgraduate researchers, and academic colleagues to provide an excellent service, being able to handle all forms of matters that you may encounter as a front facing service. You will support the administration related to the Graduate School's research degree information management system and the University's researcher development programme.

The primary attributes required are:

- excellent IT, negotiation and interpersonal skills
- ability to communicate high level, complex information to senior members of staff in a succinct manner
- ability to work independently and proactively and to make decisions at the appropriate level

- proactive approach to queries and problem solving
- ability to work to strict and agreed deadlines
- flexible approach to work and responsibilities
- organised approach to work
- attention to detail
- ability to handle large amounts of data and spot significant trends
- ability to form good working relationships across the University
- ability to work as part of a team

Duties and Responsibilities

1. You will be responsible for the management and administration of PGR records, including liaising and networking with other parts of the University (such as Academic Registry and faculties) to ensure accuracy in the student records system. You will be responsible for postgraduate researcher (PGR) registration, progression and final viva arrangements including:
 - a. receipt and review of PGR submission documents ensuring that the correct documents are submitted and in the correct format;
 - b. liaison with external examiners regarding right to work checks, fees and expense claims, demonstrating a high level of knowledge when engaging with external colleagues and presenting a professional representation as a EHU member of staff;
 - c. coordination and discussion regarding all viva arrangements between candidates and examiners;
 - d. identification of a suitable viva chair from the Graduate School approved chairs list and maintaining the viva chair processes on the wiki;
 - e. ensuring examining panels receive viva documents including pre-formatting of examiner and chair reports;
 - f. ensuring the examining panel and PGR are aware of the viva process and procedures;
 - g. ensuring timely receipt of post viva examiner and chair reports;
 - h. ensuring the PGR receives the list of required amendments and giving advice on the process for re-submission;
 - i. support other administrators in the admin team to process award recommendations in good time;
 - j. overseeing all PGR trackers related to these processes;
 - k. reviewing and updating the relevant templates, trackers and processes to reflect regulatory changes.
2. You will have a comprehensive understanding of the Research Degree Regulations and be expected to communicate complex processes to all levels of academic staff, including PVC's and Heads of Department, postgraduate researchers and examiners to assist them in gaining the necessary understanding and guidance regarding the application of the Regulations.
3. You will maintain the Supervisor Directory and be knowledgeable in the application of the Graduate School's supervisory criteria and supervisory code of

practice for the conduct of supervisors in order to answer academic queries including communicating how decisions in relation to this criteria are assessed and decided upon.

4. You will be familiar with the range of services available to postgraduate researchers and be able to direct academic staff and postgraduate researchers to wellbeing support throughout the institution.
5. You will communicate effectively to all relevant parties across the University to ensure they are aware of changes and developments in relation to research degrees in a timely manner.
6. You will support the Research Degree Administration Coordinators to:
 - a. process outcomes approved at the Graduate School Board of Studies;
 - b. oversee the day-to-day updates of the viva chair list;
 - c. respond to prospective PGR application enquiries;
 - d. act as secretary for ad hoc meetings when necessary.
7. You will be expected to be able to handle large amounts of data in an informed and confident manner in order to independently generate monthly reports for the Dean of the Graduate School, GSBoS, and Graduate School Manager regarding current PGR registrations, retention rates and times to completion. This will also include regular analysis of the Academic Appraisal process and EHU Postgraduate Researcher survey.
8. You will be responsible for the administration of all financial records for the Graduate School, such as external examiner right to work checks, visiting lecturer claims, the Graduate School Bursary Fund and conference bookings, ensuring that all spend is consistent with University processes.
9. You will act as a PGR/staff-facing source of information for current and prospective postgraduate researchers, academic staff and managers, alumni and professional service colleagues by:
 - a. using a range of communication methods, including presentations, video resources, training, video conferencing and email, choosing the most appropriate for the task at hand;
 - b. Producing the monthly PGR and supervisor newsletters by liaising with other departments, setting scheduling deadlines and building the content in Adobe Spark each month.
 - c. supporting the Research Degree Administration Coordinators in developing and maintaining a range of relevant and accessible resources for PGRs, supervisors, alumni and administrators including the Research Degree Handbook, Blackboard, wiki, webpages and social media.
10. Support the administration of the recruitment process for postgraduate researchers. This may include attending Research Degree Information Evenings

for prospective postgraduate researchers and attendance at weekend induction events.

11. You will be responsible for triaging communications to the Graduate School inboxes and phone, directing them to the appropriate member of the team, and responding to the enquiry in an appropriate amount of time. You, along with the other Research Degree Administrator, will be expected to oversee the senior leadership team's diaries as part of this process. This will require you to be able to adapt to the needs of each conversation, including conversations that may be confidential.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
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Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification for the post of:

Research Degree Administrator
Full Time (36.25 hours)
Permanent
EHA2232-0722



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Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (I/A/S/T/P)
Qualifications				
1	Educated to degree level or equivalent experience	*		A
Experience and Knowledge				
2	Experienced in the use of Microsoft packages, particularly Word and Excel, to produce high quality documents	*		S/T
3	Familiarity with student records systems or equivalent ensuring that data is accurate and up-to-date	*		S/I
4	Experience of managing and monitoring budgets, and maintaining high quality, accurate records		*	S/I
Abilities and Skills				
5	Excellent written communication skills with experience of producing high-quality, accurate and timely communications, such as minutes, emails and social media posts	*		S/I/T
6	Ability to organise successful, high-quality, programmes of events, such as training and development, which includes engaging with a wide range of actors and monitoring attendance	*		S/I
7	Ability to manage own time effectively and work to multiple/conflicting deadlines	*		S/I
8	Ability to design appropriate data collection surveys and conduct basic analysis		*	S/I

9	Ability to work independently in a confident manner and as part of a team	*		S/I
10	Ability to work under pressure, in a solution orientated manner, and use initiative while being proactive	*		S/I

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Lydia Richardson, Graduate School Manager at richarly@edgehill.ac.uk

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.