

Post Details		Last Updated: 11/08/2024	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences Centre for Environment and Sustainability		
Job Title	PDS Development and Administration Officer		
Job Family	Professional Services	Job Level	3
Responsible to	PDS Director		
Responsible for (Staff)	n/a		

Job Purpose Statement

The post holder will be the first point of contact for the PDS programme and will lead on the promotion of the programme. They will develop new leads with external organisations, recruiting suitable PGRS and being their contact whilst on the programme. The post holder will work closely alongside the PDS Director and will be responsible for the day-to-day management and administration of the programme. They will be essential in supporting the students with programme related enquiries, their progress through key milestones and supporting their budget management (travel etc.)

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Undertake front-line management of the PDS programme within CES, including being the first point of contact for all PDS enquiries.
2. Manage all PDS processes, from the recruitment of students and projects, through to graduation, project completion and alumni contact, ensuring all records are kept up to date and orderly.
3. Day-to-day management of the finances of the PDS programme, including monitoring the budgets associated with individual projects for the PDS programme, analysing data and producing reports for the PDS director in conjunction with the Faculty Business Finance Manager.
4. Oversee the issue and completion of PDS studentship contracts.
5. Organise and run events for the PDS programme, for example, induction, presentations, oral examinations, interviews, workshops, writing retreat and the PDS Annual Conference
6. Manage the online presence, reputation, marketing and advertising materials for the PDS programme
7. Administration of expenses, travel, hotels, finances and invoicing.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder will develop and implement plans to engage with external funding for the PDS programme over the period of the contract.
- The post-holder will plan work over the short-, medium- and long-terms, both for themselves and for PDS promotion.
- The post holder will assist the PDS Director in devising strategic objectives for the development of the PDS programme.

Problem Solving and Decision Making

- The post holder will be expected to use a degree of personal initiative and to work with the PDS Director in implementing PDS initiatives.
- The post holder will be expected to use their initiative to find solutions to problems, deferring to the PDS Director when appropriate.

Continuous Improvement

- The post holder will maintain the development strategy for the PDS programme in line with the PDS Director to ensure continued satisfactory delivery of the programme.
- The post holder is expected to provide innovative solutions to funding issues, alongside managing existing funding streams and suggesting improvements/changes where appropriate.

Accountability

- The post holder has a degree of responsibility to implement the best course of action for PDS operations and projects and their implementation. Where plans and projects for PDS are complex these will need to be referred to the PDS Director for guidance and/or decision before implementation.

Dimensions of the role

The post holder will be expected to work flexibly to support a diversity of activities in the PDS programme. These include but are not limited to:

- Maintaining reliable and regular communication with PDS students, sponsor organisations and the PDS Advisory Board
- Organisation of key PDS events such as the Training Programme, Annual Conference, Writing Retreat, regular PDS cohort meetings etc.,
- Monitoring the budget for the PDS programme.
- Working closely and collegially with the CES academic and support staff and student community

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience.

Or:

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Experience of managing social media channels, including planning and creating content

E

1

Experience of managing small budgets

E

2

Understanding of existing PGR administrative procedures and regulations

D

n/a

Understanding of Research Council funded ventures

D

n/a

Knowledge of and experience in the industrial, business and/or policy sectors relevant to the PDS programme

D

n/a

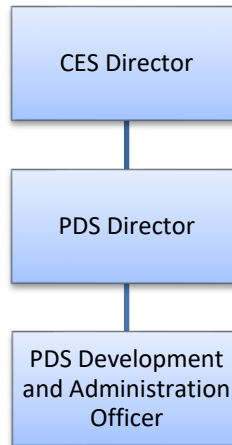
Experience of the Higher Education Sector

D

n/a

Experience / understanding of sustainability issues.	D	n/a
Experience working with external stakeholders – relationship and expectation management, professional communications etc.	D	n/a
Special Requirements:		Essential/ Desirable
Some travel across the UK may be required		D
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		n/a
Creative and Analytical Thinking		1
Influencing, Persuasion and Negotiation Skills		1
Strategic Thinking & Leadership		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<p>Background Information <i>You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.</i></p> <p>The University of Surrey is a research-led university and one of its key research foci is environment and sustainability. This has impact on both engineering and science research, as well as requiring insights from social sciences. With support from relevant research groups across all Faculties in the University, the multidisciplinary Centre for Environment and Sustainability (CES), hosts the industrial doctorate programme: Practitioner Doctorate in Sustainability (PDS). The PDS programme was launched in 2015 and recruited its first intake of students (or “Doctoral Practitioners” (DPs)) in June of that year. There is currently an intake of approximately five new active projects per annum (normally in late-Sept). The PDS is a ‘first-of-its-kind’ model that makes use of external-funding from external partners to support postgraduate research studies in which the bulk of the research is conducted in the external host organisations in very close academic association with CES. It offers a unique experience and support for the research students and partners and a range of flexible options, such as varying lengths of project, employee opportunities, and doctoral qualification (EngD or PhD). The PDS programme is overseen by an Academic Programme Director and is validated by the University. It is the result of 30 years of experience of applied sustainability research in CES and is a core programme of the University of Surrey’s sustainability research and its implementation</p>		

Department Structure Chart Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2nd shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).



Relationships

Internal

- PDS Director and students
- CES Director
- Academic and administrative staff in CES (and other departments involved with the PDS programme)
- CES Administrator and other central administration teams (e.g. Admissions, Assessments, Student Services)
- Faculty Finance Manager, Studentships (Finance) Team, Doctoral College, Marketing Team, Research and Enterprise Support, Contracts and Legal Team, Hospitality and
- Conferences Team, Quality Assurance Team, Researcher Development Team, Human Resources

External

- Sponsor organisations for PDS and CES
- PDS Advisory Board
- PDS External examiners
- External training providers
- National groups (e.g. UKRI, Professional Institutions, etc)