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| **Post Details** | | **Last Updated: 30 October 2024** | | | |
| **Faculty/Administrative/Service Department** | 5G/6G Innovation Centre  Institute for Communication Systems | | | | |
| **Job Title** | Centre for Doctoral Training Co-Manager (Surrey) | | | | |
| **Job Family** | Professional Services | | **Job Level** | 5 | |
| **Responsible to** | Centre for Doctoral Training Director | | | | |
| **Responsible for (Staff)** | No direct reports | | | | |
| **Job Purpose Statement**  The 5G/6G Innovation Centre leads a new Centre for Doctoral Training (CDT) in Future Open Secure Networks (FORT) in partnership with Queen’s University Belfast (QUB).  Over the next eight years, FORT will train more than 50 post-graduate researchers, who will become leaders with unique expertise in wireless communications, cybersecurity, networking, and artificial intelligence (AI). Surrey's future cohort will influence the roadmaps of future open networking and security technologies and their applications.  The role of the CDT Co-Manager (Surrey) is to work in partnership with the CDT Manager, based at Queen’s University Belfast, and the CDT Management Team across both universities, in all matters relating to governance and accountability to funders, researcher experience, training programme and budgetary and administrative operational effectiveness. | | | | | |
| **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. To work in partnership with the CDT Manager (QUB) to support the Director (based at Surrey) and Co-Director (based at QUB) in the implementation and on-going development of the CDT strategic operating plan. 2. To lead and manage CDT researcher business at The University of Surrey and all aspects of the CDT researcher experience, including the CDT training programme, in order to ensure a first-class PhD experience, in conjunction with the CDT Manager (QUB). 3. To lead and manage CDT staff on the governance support for the committees and activities relating to the CDT, and in partnership with the CDT Manager (QUB) represent the universities and senior management. 4. In conjunction with the CDT Manager (QUB) to conduct and maintain detailed reviews and analysis of the CDT’s performance and evaluate operational performance against CDT objectives. Develop and propose solutions to meet targets and test solutions where they may not be obvious, taking into account constraints from education policies, funding body, industry and academic partners. Present results and put forward recommendations to support decision making. 5. First point of contact for post-graduate researcher and staff queries at the University of Surrey, relating to the CDT programme. 6. To work in partnership with the CDT Manager (QUB) in the organisation of CDT training events throughout the overall programme and other post-graduate researcher led training and outreach activities, including workshops and seminar series. 7. To work with the Marketing Team at the University of Surrey, to implement agreed recruitment, publicity and advertising for the CDT and future development of the website. 8. To support the CDT Management Team in the pursuit of activities to grow industry sponsorship, including developing and fostering good relationships with existing and new industrial consortium partners. 9. To manage all administrative activities relating to the CDT at Surrey, working closely with the Admissions Team and Doctoral Training College 10. To work with the Faculty Research and Innovation Office (FRIO) to ensure that funds are managed in line with EPRSC guidelines, reporting on progress and overseeing expenditure and purchasing processes for researchers, in conjunction with the CDT Manager (QUB). 11. Responsible for day-to-day tasks involved with module assessments and examinations for the CDT. 12. To produce reports and programme statistics for all designated courses/programmes and modules at the University of Surrey and work with the CDT Manager (QUB) to inform committees, funding bodies and external audits. 13. Alongside the CDT Manager (QUB) to act as an ambassador for the CDT in facilitating links with external clients and stakeholders, open at senior/executive level both nationally and internationally.   **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 researchers 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 researchers. * 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** *Where does the work come from? What planning is required, how complex is the planning and over what timescale e.g. days/weeks/months/annually/longer?*   * To ensure that all of the reporting requirements of the CDT’s funding body are met, including recording of all events, outcomes and other data, and coordination and preparation of materials and reports for audits and funding body grant reviews. * To work in partnership with the CDT Manager (QUB) in the organisation of all CDT events, ensuring all event management responsibilities are fulfilled. * To support the post-graduate researcher cohort at Surrey, contributing to communication and outreach. | | | | | |
| **Problem Solving and Decision-Making** *What types of problems or challenges are faced by the post holder and how are they solved? What kind of guidance is in place to support the problem-solving process e.g. policies/procedures/protocols/legislation. You should detail the nature of the post holder’s role in solving these problems, indicating whether the post holder thinks independently or in collaboration with others and how much freedom there is to provide solutions/make these decisions. You should also state what the impact of wrong decisions/judgement is and what happens in cases where the post holder is unable to find a resolution.*   * To pro-actively work with the professional services teams, graduate schools and research centres (CSIT at Queen’s and the 5G/6GIC at Surrey) to manage diverse work load, seek expert advise, and to achieve best possible outcomes. | | | | | |
| **Continuous Improvement** *You should state whether the post holder is responsible for making any improvements within their area of responsibility, what level of improvement they may be required to make and what freedom they have to make those changes independently.*   * In conjunction with Surrey’s marketing team and the CDT Manager (QUB), to support the development of, implement and keep-up-to-date, a communication strategy including webpages, reports, newsletters, and social media. * To develop and maintain good relations with all applicants and recruited post-graduate researchers. | | | | | |
| **Accountability**  *What level of control has the post holder got for the achievement of their end results? How frequently does the post holder require supervision? What freedom do they possess to act with or without reference to guidance/procedures and/or supervision?**Detail the discretion given to the post holder to direct resources, their answerability for the consequences of decisions and actions taken by themselves/their team and the impact. Detail the nature of the impact which the role exerts on end results and the area of the institution on which the role has impact.*   * Whilst the postholder’s actions are guided by the CDT Director, they will have professional autonomy to decide how to achieve their aims and objectives without supervision, working within University guidelines at all times. | | | | | |
| **Dimensions of the role** *Dimensions describe the statistics relevant to the job. Where relevant, you should cover the operational, financial or staffing aspects of the role. Relevant factual, quantitative information that describes the scope of the role, e.g. number of staff directly/indirectly reporting to them, financial aspects (budgets, contract, cash handling etc. and approximate figures), approximate number and type of post-graduate resarchers/customers the job affects directly/indirectly should be given.*   * On behalf of the University of Surrey, to manage the CDT budget efficiently in compliance with University and funding body guidelines utilising the Universities’ financial systems and teams to monitor and report on the financial resources, alongside the CDT Manager (QUB). | | | | | |
| **Supplementary Information** *You may wish to include some information here that has not been captured in the other sections of the form, but still has a significant impact on the size of the job. This may include details such as for example the importance in some roles to influence, develop and change the motivation and behaviour of people.*  n/a | | | | | |
| **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** | | | | |  |
| Degree or equivalent professional qualification, plus substantial experience with student/academic administration in higher education  Significant vocational experience, demonstrating development through involvement in a series of progressively demanding roles and the acquisition of appropriate professional or specialist knowledge. | | | | | Essential |
| **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** |
| Project Management across a broad range of activities | | | | E | 3 |
| Strong administrative IT skills, including MS Office, including Word, Excel spreadsheets, Outlook, Powerpoint | | | | E | 3 |
| Experience of planning and progressing work activities without general guidelines, using initiative and judgement, without reference to others | | | | E | 3 |
| Event management: successfully planning and hosting events, such as governance committees or research seminars | | | | E | 2 |
| Proven ability to prioritise conflicting workloads and to multi-task | | | | E | 3 |
| An excellent communicator with strong report writing skills | | | | E | 3 |
| Demonstrable ability to build and maintain effective working relationships with a wide range of people and roles at different levels of seniority and to influence decision making | | | | E | 3 |
| Strong Budgeting Skills & Financial Management reporting – collecting complex data, analysing key findings and summarising recommendations for senior staff. | | | | E | 3 |
| **Special Requirements:** | | | | | **Essential/ Desirable** |
| Experience of working within a University environment and with post-graduate researchers  Experience of working between industry and HE stakeholders  Experience of working with external funders | | | | | Desirable  Essential  Essential |
| **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  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision-Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 3  3  3  3  3  3  3  3  3  3 |
| 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.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | | |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information The University of Surrey ranks in the top 10 of University League Tables. The Faculty of Engineering and Physical Sciences has within it a number of leading research groups, one of which, The Institute for Communication Systems has consistently ranked as Europe’s leading research organisation in the field of mobile telecommunications and internet technologies. | | | | | |
| 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 *This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)* **Internal**   * CDT Director * CDT Co-Director * CDT Manager (QUB) * PhD Administrator * Institute Manager * FRIO * Marketing Department * Admissions   **External**   * Industry Partners * Queens University Belfast * EPSRC * External Stakeholders | | | | | |