

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Research Students Administrator
(0.6 fte; 21 hours per week)

Salary: £29,358.00 - £35,839.00 per annum (pro rata)

Grade: 3

Location: 5th floor, 1 Granary Square,

Accountable to: Research Manager (PGR)

College/Service: Research Management & Administration

Purpose of Role:

To provide administrative support for the UAL Research Administration & Management (RMA) service, with specific support for UAL Research Degree Students.

Duties and Responsibilities

1. To work within the RMA Research Student section and provide high level administrative support for all research degrees processes and procedures.
2. To support the maintenance and processing of research student records and data on the UAL Student Records Systems, and the monitoring of tuition fee payments.
3. To support the monitoring of UAL research student progress, liaising with the Directors and Study and Supervisors on a regular basis.
4. To be the RMA-College liaison contact for one of the Colleges, with tasks including servicing the College Research Degrees Sub-committee, support for Research Degrees application, interview and enrolment and progression processes, and organisation of Research Degrees Student examinations.
5. To support the PhD by Published Work Programme processes from application to award.
6. To co-ordinate and monitor production of reports and planning documents in relation to Research Degrees student activities.
7. To support the Research Network UAL Training Programme as a member of the Research Student Section.
8. To assist in the administration of Research Degree studentship awards and fulfilling the requirements of UAL, UK Research Councils and other funders.
9. To work with all other RMA department teams, providing highest possible level of service and standards.
10. To be skilled in the use of Word, Excel and other application software in order to manage data, prepare high quality reports, schematics, presentations and correspondence.
11. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
12. To undertake health and safety duties and responsibilities appropriate to the role
13. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
14. To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff

development opportunities

- 15.** To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness
- 16.** To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Research Student Team, Director of Research Student Management and Administration, Dean of Research, Convenor of RNUAL, Contributors to RNUAL, Chairs of College Research Degrees Sub-Committees, Associate Deans of Research

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)