Research Degrees Administrator

Edinburgh Napier
UNIVERSITY

Role Description

Grade & Salary:	Salary Grade 4
Campus Location:	Merchiston
Line Manager:	Research Degree Officer
Line Management Responsibility for:	No direct line management
Organisational Structure:	
Role Summary:	The Research Degrees Administrator is responsible for providing professional support and advice for colleagues and research students across the University in the area of research degrees. The role holder will administer and support the research degree processes within the Research and Innovation Office.

Main Duties and Responsibilities

- ➢ Provide effective administrative support to research degree processes within the Research and Innovation Office.

- ➢ To act as a point of contact for research degree matters, ensuring that all enquiries receive a timely response.

  - Provide advice, information and guidance to students and academic colleagues across all stages of the research degree life cycle and any associated matters.

  - Provide advice and support to administrative colleagues in Schools at all stages of the research degree administrative process.

  - Respond to external enquiries from prospective research students and external examiners.

- ➢ Responsible for implementing, maintaining and continuous process improvement of the research degree administration for the department.

- ➢ Ensure research degree administrative processes are effective and implemented consistently across the University

  - Work with School Research Degree Leads and research degree administrators to ensure research student monitoring and records are being managed effectively, providing training were necessary to other administrators.

  - To ensure there is communication between the Schools and RIO in all research

	student matters. • Liaise with other University service departments, such as Finance and School Support Services, to ensure research student processes are efficient and effective.
➤	To assist the Research Degree Officer in administering the Research Degree Committee including the preparation of papers, reports and minutes as required.
➤	To keep accurate records of research student progress. • To maintain records for research degree students with regard to student progress, in conjunction with School Offices. • Monitor research student progress and liaise with School colleagues as appropriate. • Administer annual re-matriculation of research students. • Provide reports on research students as required by the Research Degrees Officer or as required by external bodies.
➤	To administer University research studentship processes.
➤	To provide an excellent level of customer service to all customers who access our services by telephone, email or the web, and to work with other team members to continually improve service delivery.
➤	To keep informed of developments in Research Degree matters that might affect Edinburgh Napier University. To liaise and network with external research degree initiatives to ensure collaboration and to maximise effectiveness of University research degrees.
➤	To participate in working groups and project teams as appropriate.
➤	To work closely with other team members in the Research and Innovation Office to ensure that work is shared effectively and that objectives are achieved; to assess current practice, and identify, document and communicate good practice and exchange relevant information, to contribute to the achievement of the strategic priorities and targets across the team as a whole
➤	To participate in the University's My Contribution scheme.
➤	To undertake any other duties as may reasonably be required by the Research Degrees Officer or Head of Research and Innovation office.

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Degree or equivalent in a relevant discipline	
Experience (Type/Duration)	Experience of University Administration Experience of SITS research student management system or equivalent system Experience of dealing with confidential material Experience of data analysis, synthesis and report writing	Experience of administering research degree processes Experience of process improvement Experience of committee servicing
Skills/Personal Requirements	Effective organisational skills demonstrated by a proven ability to successfully initiate, manage and complete projects Excellent verbal and written communication skills and the ability to communicate with a wide range of people at all levels Capacity to work both independent and as part of a team Confident IT user, including Word, Excel, Outlook and PDF Ability to work under pressure and maintain a high degree of accuracy Ability to plan and organise workload to meet internal and external deadlines Ability to relate effectively to students, colleagues and those external to the University Analytical and problem-solving abilities.	Ability to show initiative and creativity with the ability to enhance process