



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Local Administrator for SOFI and SOFI² Centres for Doctoral Training,
Faculty of Mathematics and Physical Sciences**



Salary: Grade 5 (£22,659 - £26,243 p.a. pro rata)

24% FTE (8.4 hours per week. Flexible working arrangements to be agreed on discussion)

Reference: MAPMA1111

Closing date: 18 July 2019

Fixed-term until end of September 2022

Local Administrator for SOFI and SOFI² Centres for Doctoral Training

School of Mathematics, Faculty of Mathematics and Physical Sciences

Are you interested in a diverse and varied administrative role supporting PhD student training? Can you productively work with people from a wide variety of backgrounds and locations? Do you have the ability to organise administrative procedures and plan events with an attention to detail?

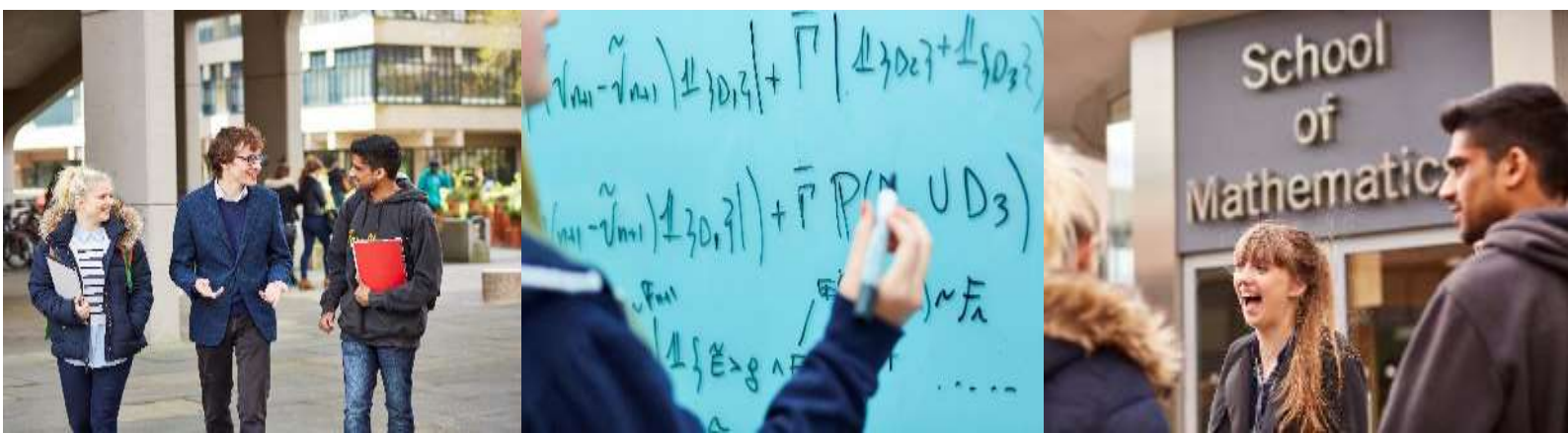
The Centre for Doctoral Training in Soft Matter and Functional Interfaces ([SOFI CDT](#)) is a PhD training programme run as a collaboration between Durham University (the co-ordinating institution) and the Universities of Leeds and Edinburgh, together with a wide range of industrial partners. Each year, a cohort of around 16 students are recruited, undergo a 6 month training programme, and then begin PhD research in one of the three institutions. We have recently gained funding to renew the programme, forming the CDT in Soft Matter and Formulation of Industrial Innovation (SOFI²) for which the first cohort of students will commence training in September 2019.

This position is for an administrator to support the Leeds Local Director in implementing these CDT programmes at Leeds. It involves working with University administrative and academic staff, communicating with students and liaising with external academic and industrial partners, to ensure that all functions of the CDT operate smoothly, for an excellent student experience. Tasks will vary from management of CDT training events and conferences, to ensuring integration of the CDT programme with University policies and procedures.

What does the role entail?

As the Local Administrator for SOFI and SOFI² Centres for Doctoral Training, you will proactively assist the Local Director in implementing all aspects of the CDT programmes that take place at the University of Leeds. Your main duties will include the following:

- Provide proactive and independent local administration of the CDT to enable the CDT Leadership Team to carry out their responsibilities effectively,



including managing communications with academic staff and CDT students across multiple participating Schools, advising on University policy and regulations and liaising with visitors and external partners;

- Plan and prioritise administrative responsibilities and take decisions on day-to-day operational matters;
- Work with academic staff and external partners to plan, organise and deliver the taught case studies that take place at the University of Leeds. This will include timetabling and room booking, production of student handbooks and advertising material to enable students to make informed choices, booking accommodation and travel for students; ensuring students are registered at the University and have access to the facilities they need, collecting and analysing feedback from students to ensure quality of training provision and student experience;
- Additionally, liaise with industry and external stakeholders contributing to the delivery of case study training, to arrange travel, accommodation and catering as required;
- Co-ordinate with academic staff, the Graduate School, and partners from Durham and Edinburgh to ensure that all policies and procedures and programmes of study for both SOFI and SOFI² CDTs comply with University and Faculty procedures and regulations, are in alignment with partner institutions, and smoothly transition from the SOFI to the SOFI² CDT;
- Co-ordinate with Graduate School and administrative staff from hosting schools to ensure a smooth transition of students from Durham to Leeds, and to monitor their progress while at Leeds. This will include ensuring payment of student stipend, ensuring registration of students, induction and allocation of study space and facilities, ensuring that progression of students is managed in a consistent manner across participating Schools;
- Working with the Faculty finance team to co-ordinate all finance and transactions related to the programme such as: budget management and monitoring, opening new accounts, preparation of invoices, payment of student stipend and fees, and reporting financial matters to the Local Director;
- Management and organisation of conferences and events such as the SOFI/SOFI² Showcase and Industry Days when they are held at Leeds;



- Participate in management meetings of the CDT and be involved in collaborative decisions that affect a significant number of people, e.g. management board, meetings between the three SOFI/SOFI² administrators;
- Liaison with other CDTs at the University of Leeds to share best practice, promote inter-CDT co-operation and keep staff and students informed of inter-CDT events at Leeds;
- Co-ordinating activities related to CDT student admissions where these pertain to Leeds, e.g. arranging Leeds-based admissions events, promoting the CDT at marketing events, ensuring administration of offers and visa arrangements for international students.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As the Local Administrator for SOFI and SOFI² Centres for Doctoral Training you will have:

- A proven record of administration relevant to the Higher Education sector;
- Excellent communication skills (both written and verbal) – able to effectively communicate complex information to a range of recipients;
- Excellent interpersonal skills – able to build positive working relationships and networks between staff at all levels, both internally and externally;
- An ability to consistently produce accurate work and show attention to detail;
- A high level of organisational, planning and self-management skills – able to prioritise tasks and meet agreed deadlines;
- A high degree of confidence and ability in the use of IT software (including a good working knowledge of Word, Outlook, Excel) and online communications including email and the Internet;
- A proven ability to work in a pro-active manner, to work on own initiative independently, make day-to-day decisions looking for support as necessary;
- An orientation towards problem solving, with the ability to think flexibly and laterally and to find practical solutions;
- The ability to maintain confidentiality and handle sensitive information with discretion.



You may also have:

- Experience of providing independent administrative support to a senior manager;
- Background in scientific research and/or science administration;
- A proven record of administration in Higher Education;
- Familiarity with University administrative systems;
- Experience of managing and organising events;
- Experience of supporting finance or resource management.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Daniel Read

Tel: +44 (0)113 343 5124

Email: djread@maths.leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

