CMAC Training Coordinator

<table>
<thead>
<tr>
<th>Department</th>
<th>Strathclyde Institute of Pharmacy and Biomedical Sciences (<a href="http://www.strath.ac.uk/sipbs/">www.strath.ac.uk/sipbs/</a>)</th>
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<tr>
<td>Faculty</td>
<td>Faculty of Science (<a href="http://www.strath.ac.uk/science/">www.strath.ac.uk/science/</a>)</td>
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<tr>
<td>Staff Category</td>
<td>Administrative and Professional</td>
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<tr>
<td>Reference No</td>
<td>331430</td>
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<tr>
<td>Reports To</td>
<td>Hub Programme Manager</td>
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<tr>
<td>Grade</td>
<td>7</td>
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<tr>
<td>Salary Range</td>
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<tr>
<td>Contract Type</td>
<td>Fixed Term (30/06/2022)</td>
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<tr>
<td>FTE</td>
<td>1 (35 hours/week)</td>
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<tr>
<td>Closing Date</td>
<td>Monday, 30 November 2020</td>
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Job Advert

The EPSRC Future Manufacturing Research Hub in Continuous Manufacturing and Advanced Crystallisation (www.cmac.ac.uk) is a national research centre led by the University of Strathclyde. The Hub comprises a multidisciplinary team of academics and researchers located across seven Universities within the UK providing a platform for collaborative research, training and knowledge exchange in the area of advanced pharmaceutical manufacturing. The CMAC Hub has a large and vibrant programme with key Industry partners including AZ, Bayer, GSK, Lilly, Novartis, Roche and Takeda with a broad range of technology companies and SMEs. CMAC has also benefited in recent years from significant capital investments to create a world-class suite of research facilities and operates a comprehensive suite of high-value, state-of-the-art continuous processing equipment, novel monitoring and control systems and extensive off-line characterisation capabilities to support our research.

The CMAC PhD programme covers the training across seven CMAC academic partners. Each cohort involves students from each academic institution partaking in a year-long training programme culminating in a showcase event at the end of year 1 before progression into the remaining PhD programme.

Applications are invited from candidates for the post of Training Coordinator. This is suitable for those seeking a challenging role and who has a good degree in a relevant subject area (Pharmaceutical Sciences, Chemistry, Engineering or related discipline) with knowledge of the Higher Education Post-Graduate training landscape.

You will have excellent written and verbal communication skills with the ability to demonstrate prioritisation and scheduling of your own workload. Excellent organisational, communication and interpersonal skills will be essential.

Due to the nature of CMAC, you will require to be very flexible in the duties undertaken.

Please note this is a fixed term appointment until 30/06/2022.

Job Description

Brief Outline of Job:
Job holder is responsible for the coordination and delivery of the CMAC PhD training programme and supporting the CMAC Hub Director and the Hub Programme Manager in the day-to-day delivery of various training activities, as well as coordinating international training activities, including industrial placements and industrial mentorship programme.

Main Activities/Responsibilities:

1. Coordinate the design and delivery of the CMAC PhD training programme including residential training weeks in collaboration with academic team across seven universities, e.g. organisation of seminars/workshops, and the design of the annual PhD Summer School timetable. Also responsible for design and delivery of further training within the PhD
programme. Manage day-to-day operations of multi-disciplinary, multi-location national flagship centre for CMAC PhD training programme.

2. Oversee the long-term planning and delivery of training activities within the various CMAC PhD programmes through contribution to the CMAC Skills Committee using specialist knowledge and understanding of procedures. Review of current training programme and recommend areas for improvement, as well as advising new ideas for a new PhD programme and any other future funding opportunities.

3. Facilitate international training activities including academic placements with internal and external partner institutions including managing university strategic partner relations in skill sector with NTU, RCPE and NPL. Liaise directly with these partners, to coordinate Strathclyde legal agreements for each placement, ensuring both parties have project and responsibilities agreed ahead of exchange and ensure the success of these activities by collating research outputs.

4. Lead industrial mentor programmes involving 8 leading global pharma companies, responsible for linking students with appropriate mentors based on an understanding of scientific expertise, liaising with industry and organising groups, chair meetings and follow-up actions e.g. placements, first destination recruitment for PhD students.

5. Develop, implement and monitor the student lifecycle of CMAC PhDs by providing ideas and making recommendations for improvements, coordinating the review and feedback process and contribute to the continuous development of the PhD programme.

6. Integrate CMAC PhD training with UK steering group on medicines manufacturing skills leadership team. This involves aligning CMAC training programme with other national activities, identify and implement areas for improvement to ensure the continuous development of the training programme.

7. Manage and disseminate the research outputs and public outreach activities relating to the CMAC PhD projects including through the development and delivery of records, reports and case studies. Impact case studies are required as part of the CMAC reporting at project end.

8. Complex financial management of the CMAC PhD programme. Run reports for financial management, assess, highlight areas to management regarding risks of underspend/overspend and propose solutions.

9. Oversee the future recruitment of PhD studentships for the CMAC PhD programme including the management of the recruitment process and design of promotional materials. Represent the CMAC PhD programme at recruitment events and promote the CMAC PhD programme effectively.

10. Contribute to the reporting of the CMAC PhD programme analysing and interpreting financial and research data to University funding bodies.

11. Contribute and support the preparation of a new funding proposal for a DTC grant as required by the Hub Director and Hub Programme Manager including any future training opportunities for the CMAC Hub.

12. Provide specialist advice and guidance to approximately 50 CMAC PhD students on how to comply with the data management and open access publications policies in relation to the University and each funding body.

13. Undertake other activities as requested by the CMAC Management Team.

14. Engage in continuous professional development.

**Person Specification**

**Educational and/or Professional Qualifications**  
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

**E1** Good honours degree or equivalent in a relevant subject (Pharmaceutical Sciences, Chemistry, Engineering or related discipline).

**D1** PhD in a relevant subject (Pharmaceutical Sciences, Chemistry, Engineering or related discipline).

**Experience**

**E2** Thorough knowledge and understanding of Higher Education Post-Graduate Training Landscape

**E3** Experience of dealing with a range of problems, using initiative and judgement.

**Job Related Skills and Achievements**

**E4** Ability to manage and prioritise workload as well as competing demands from stakeholders.
E5 Excellent IT skills (including Microsoft Office).
E6 Excellent written and verbal communication skills and strong presentation preparatory and delivery skills.
E7 Well-developed organisation, interpersonal and team-working skills with the ability to work with staff of all levels of seniority.
E8 Ability to lead and delegate tasks to ensure delivery
E9 Highly developed autonomous leadership skills

Personal Attributes
E10 Ability to work within a team environment.
E11 Ability to work under pressure to deadlines with accuracy and precision.
E12 Proactive and able to use initiative.
E13 Ability to influence senior colleagues to implement change.

Other Relevant Factors
D2 A highly energised and motivated individual, acting at pace and with integrity

Application Procedure
Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information
Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).
Informal enquiries about the post can be directed to Andrea Johnston, Hub Programme Manager (andrea.johnston@strath.ac.uk) or Helen Fielden, Assistant Centre Manager (helen.feilden@strath.ac.uk)

Conditions of Employment
Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits
Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation
Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension
The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Interviews
Interviews for this post will be held on Wednesday, 9 December 2020.

Equality and Diversity
We value diversity and welcome applications from all sections of the community.
The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values
The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.
Conditions of Employment
Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS
Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University webpages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff’s letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University’s website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in any event should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY
Appointments are made at an appropriate salary point on the University’s grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK
The normal working week is 35 hours.Unless otherwise indicated in an individual’s letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS
Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. These additional days count against the annual leave entitlement.

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University’s expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.
5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<table>
<thead>
<tr>
<th>Period of Continuous Employment at start of absence from work</th>
<th>Full Pay</th>
<th>Half Pay</th>
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<tr>
<td>Less than 1 year</td>
<td>1 month</td>
<td>1 month</td>
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<tr>
<td>1 year but less than 2 years</td>
<td>2 months</td>
<td>2 months</td>
</tr>
<tr>
<td>2 years but less than 3 years</td>
<td>4 months</td>
<td>4 months</td>
</tr>
<tr>
<td>3 years but less than 5 years</td>
<td>5 months</td>
<td>5 months</td>
</tr>
<tr>
<td>5 years or more</td>
<td>6 months</td>
<td>6 months</td>
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In order to manage the University’s sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2020, the threshold is £59,585.72 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf. The scheme booklet is called ‘Your Guide to the Universities Superannuation Scheme’.

The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days’ notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University’s website. Full information regarding USS can be found on the USS website – www.uss.co.uk.

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual’s overall workload and managed through the University’s systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the “University Procedure in relation to Work for Outside Bodies including Consultancies”, which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University’s disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months’ notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month’s notice period will apply. One month’s notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2020