

SUSTAIN CDT Administrator

Department	Electronic and Electrical Engineering (www.strath.ac.uk/engineering/electroniclectricalengineering/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	642366
Reports To	Prof Christos Tachtatzis	Grade:	6
Salary Range:	£31,396 - £34,980	Contract Type:	Fixed Term (Until December 2032)
FTE	1 (35 hours/week)	Closing Date	30/09/2028

Job Advert

The University of Strathclyde has been awarded a prestigious £10.6m UKRI AI Centre for Doctoral Training in Sustainable Understandable agri-food Systems Transformed by Artificial (SUSTAIN). The Department of Electronic and Electrical Engineering in collaboration with the Universities of Lincoln, Aberdeen and Queen's Belfast will collaborate to train 60 students over an eight-year period.

The Centre will provide a cross-disciplinary, multi-institution doctoral training program to support innovative research in the application of Artificial Intelligence (AI) to sustainable agri-food. It will cover technical and social science aspects of AI, alongside training in plant, animal and/or biosciences, tailored to individual students' needs and interests. An ongoing, integrated research training programme will take place throughout the PhD journey, including participation in conferences, summer schools, and taught modules offered at the four partner institutions.

The post holder will provide direct support to the CDT Strathclyde investigators and will have responsibility for the day-to-day running of the Centre at Strathclyde, including oversight of budgetary and administrative processes, student support, ensuring that the Centre is run in accordance with funder guidelines, liaise with the other partner institutions and industrial partners, and provide support to the Steering Board.

Job Description

Main Activities/Responsibilities:

1. Work in close collaboration with the Strathclyde CDT investigators, supervisors, students and Departments in the University of Strathclyde to ensure smooth and effective running of the CDT on a daily basis. Liaise with the CDT project manager and other CDT administrators in the partner institutions on a regular basis to facilitate the co-ordinated and collaborative management of the CDT. Ensure that the activities and role of the CDT are well integrated within the key Departments both within the University of Strathclyde and partner Universities, as well as industry partners involved in the CDT.
2. Create the best possible experience for all Centre students by supporting students, and colleagues throughout the learning journey of the students by: Supporting the investigators in the effective and timely advertising of studentship opportunities within the Centre. Update the website in a timely manner; write and post social media releases, and communicate with external suppliers to ensure adverts are up to date. Ensure university branding guidelines are met. Co-ordinating an efficient and effective recruitment and admissions process, including receiving student applications; requesting references; setting up the interviews; answering all admissions queries and communicating with applicants as required. Maintain a database of applications, outcomes, and admissions. Oversee the student self-redaction process, ensuring that all identifying data is removed before applications are forwarded to shortlisting panels. Answer all self-redaction queries. Provide support to students, from enrolment to graduation by liaising with relevant internal

	<p>departments to ensure good practice is always adhered to, to include support for extenuating circumstances procedures. Oversee timely reminders and clear communication throughout the learning journey to ensure students are advised of events, training and support that is available, and answer all student queries in a timely manner. Advise and support staff on UKRI regulations, and of Centre processes and systems. Instigate student feedback and collate responses, to aid Management decision making. Ensure management of accurate student data records including training records, income and expenditure, progression records, and industry collaboration data.</p>
3.	<p>Establish and maintain a portfolio of clear, robust, auditable administrative documentation, systems and processes in line with established best practice. Maintain and update a clear plan of activities, and set up lines of communication to students, academics, industrial partners, partner Universities and internal University Departments, as appropriate. Be pro-active in ensuring that all planned activities are well advertised and set up systems to monitor attendance.</p>
4.	<p>Have a full and up-to-date knowledge of RCUK/UKRI/CDT funding guidelines and mechanisms and ensure that the CDT is run in line with the grant terms and conditions and applicable special conditions. Ensure that all routine UKRI/JeS/ResearchFish reporting is accurate, timely and fully auditable. Liaise closely with other central University Departments including the Research and Knowledge Exchange Services, Payroll, HR, Student Services and Central Finance team. Oversee all communications, FOI requests etc, and co-ordinate with relevant central teams. Ensure that all ethical approvals are in place and up to date.</p>
5.	<p>Maintain control of a complex budget for the Centre, monitoring yearly allocation and spend. Liaise with Central Finance team and the College Research Office in relation to the production of financial data for reports (internal and external), claims, invoices, purchase orders, requisitions etc. Ensure that all spend is eligible and in line with funder terms. Liaise regularly with the administration teams at the partner universities to ensure coordination and sharing of best financial management practices across the CDT.</p>
6.	<p>In liaison with the investigators and CDT Project Manager, organise and attend all Centre training programmes and related events including summer workshops, annual conferences, industrial site visits, including liaison with speakers, suppliers, partners and relevant University Departments. Ensure all impact-related and post-event documentation is recorded, archived and accessible as required.</p>
7.	<p>Organise the regular Governance meetings as required. Oversee room bookings, refreshments and travel as needed. Provide accurate minute-taking and Officer support to the Centre Steering Board, Stakeholder Advisory Board, Stakeholder Forum, Inclusivity Board and regular meetings with the partner University Administrators. Oversee the timely distribution of agendas, minutes and other relevant papers, and monitor follow-up actions. Liaise with the investigators and Project Manager to routinely update the Terms of Reference and membership.</p>
8.	<p>Build relationships with students, academics, industrial partners, and internal University Departments, by developing and implementing communications plans and making recommendations. Be the first point of contact and represent the CDT at events to further build relationships with stakeholders. Challenging and working with academics to advise on processes and be first point of contact to provide guidance for all queries. Develop and maintain strong links with the partner University Administrators, taking the lead in the coordinated and collaborative administration of the Centre. This role has responsibility for these administrators, to oversee work, ensure quality and ensure adherence to the CDT processes. Work collaboratively with all academic schools and Professional service teams linked to the Centre. Liaise and build relationships with other central University Departments including the Research and Knowledge Exchange Services, Payroll, HR, Student Services and Central Finance team in this regard. Working with the SUSTAIN Pastoral Care and Mentorship Coordinator, contribute to and implement a Wellbeing Strategy Plan, to include the development of resources and timely communications throughout the academic year to support the wellbeing of SUSTAIN students. Oversee the provision of information relating to the Wellbeing Strategic Plan to the Project Manager and the Governance Board of the CDT.</p>
9.	<p>Create, write and source content for the Centre quarterly online newsletter; oversee regular updates of the student-led blog, and ensure the content on the Centre website is relevant and up to date. Create a portfolio of timely communications, to ensure students, academics, industry partners and other Centre team members are advised of Centre events and activities.</p>
10.	<p>Provide confidential secretarial and administrative support to the investigators of the CDT including the production of accurate and relevant documents. Identify workload priorities, oversee the arrangement of meetings, and ensure follow up actions assigned to the investigators of the CDT are completed. Deal with routine correspondence. Undertake information gathering/research to support specific projects. Responsible for the continuous improvement and development of processes linked to the Centre's operations, by proactively reviewing procedures and engaging with all stakeholders to seek feedback. Comply with the University's health and safety and equality and diversity policies in the undertaking of the job responsibilities. Maintain confidentiality in respect of all areas of the job responsibilities and be aware of the University policy of Data Protection. Provide great customer service to all stakeholders to ensure the reputation of the CDT is maintained and the provision of wellbeing support for students is managed appropriately.</p>

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)

D1 Honours Degree or equivalent level of experience

E1 Project Management qualification or equivalent experience

Experience

D2 Experience of research submission systems within a HE environment including Je-S, ResearchFish etc

D3 Experience of UK HE Sector, particularly the doctoral and postdoctoral training environment

D4 Experience of engaging with industrial partners

E2 Experience designing, organising and facilitating events involving stakeholders from different backgrounds

E3 Experience of establishment of project documentation, including project plan, risk register, etc

E4 Experience of line management

E5 Experience of providing support to committees and an understanding of committee structures and processes

D5 Experience of promotion and marketing within an academic context

E6 Leading the delivery of a broad range of projects

Job Related Skills and Achievements

E7 Excellent written and oral communication skills

E8 Proficient in use of computer systems e.g., Microsoft Office or equivalent

E9 Knowledge of costings and budgetary structures

E10 Effective problem-solving skills and ability to work under pressure to tight deadlines

E11 Ability to develop effective working relationships with a wide variety of internal/external partners

D6 Knowledge of HE student administration procedures and systems

Personal Attributes

E12 Ability and flexibility to react effectively to changes in the Centre plan or to partner/funder requirements and ability to interpret and implement a variety of guidelines and processes and translate these effectively

E13 Efficiently manage a diverse range of enquiries from students, academics whilst meeting stakeholder demands and deadlines

E14 Ability to work under own initiative and as part of a team and strong interpersonal skills

E15 Enthusiasm and commitment, and ability to plan for and work to tight deadlines

E16 Ability to communicate effectively with staff and students at different levels and from diverse backgrounds

Other Relevant Factors

E17 Flexibility to work weekends or outside normal hours as needed to accommodate Centre demand

E18 Ability to travel between sites

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted 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 Prof Christos Tachtatzis, Professor (christos.tachtatzis@strath.ac.uk/0141 548 2625).

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](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

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](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 27/09/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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.

