

# Programme Administrator (PGT & PGR)

Department	Economics ( <a href="http://www.strath.ac.uk/economics/">www.strath.ac.uk/economics/</a> )		
Faculty	Strathclyde Business School ( <a href="http://www.strath.ac.uk/business/">www.strath.ac.uk/business/</a> )		
Staff Category	Administrative and Professional	Reference No	519777
Reports To	Senior Department Administrator	Grade:	5
Salary Range:	£25,285 - £28,131	Contract Type:	Open Contract
FTE:	1.0 (35 hours/week)	Closing Date	Sunday, 9 April 2023

## Job Advert

The vision of the University of Strathclyde is bold and transformational, placing it among the leading international technological universities. This promises an institution that is vibrant, dynamic and internationally focused, carrying out cutting-edge, multi-disciplinary research, education and knowledge exchange of global relevance. This post forms part of the University's Strategic Academic Investment Scheme which is focused on recruiting the best talent to enhance capacity and leadership in areas identified as critical to Strathclyde's future.

The Department of Economics, one of six Departments within Strathclyde Business School, is seeking to appoint a candidate with a track-record of excellent organisational, interpersonal and communication skills, and who possess excellent administrative/secretarial skills. The successful applicant should be able to manage and prioritise their own workload as well as having the ability to work effectively with minimal supervision in a team environment. Previous experience in the Higher or Further Education Sectors and knowledge of student record systems would be advantageous. The Department provides an extensive range of Postgraduate degrees and strives to deliver outstanding student experience.

The Department hosts an extensive range of postgraduate programmes. Our portfolio includes the research degrees of PhD and MPhil and our taught MSc programmes: MSc in Applied Economics, MSc in Economics and Finance, MSc in Economics & Policy of Energy & Climate Change and the online MSc in Applied Economics. The Department is also the location for the Fraser of Allander Institute (FAI).

We are seeking to appoint a candidate with a track-record of excellent organisational, interpersonal and communication skills and who possess excellent administrative/secretarial skills. The successful applicant should be able to manage and prioritise their own workload as well as the ability to work effectively with minimal supervision in a team environment. In addition, the successful candidate will have the skills and capacity to co-ordinate and communicate effectively on all areas of work undertaken.

## Job Description

### Brief Outline of Job:

The Programme Administrator will provide organisational and administrative support to the Department's Postgraduate Research (PGR) and Postgraduate Taught (PGT) programmes working closely with the Director of Postgraduate Teaching and the Director of Postgraduate Research to ensure effective and professional delivery of our PGT and PGR programmes across the academic year using experience and personal judgement to prioritise their workload.

## Main Activities/Responsibilities:

1.	Ensure delivery of the Department's PGT and PGR programmes across the academic year using experience and personal judgement to prioritise workload
2.	Provide organisational and administrative support the Department's PGT programmes which includes co-ordinating and managing induction days, preparing programme handbooks, registering students, curriculum verification for electives (requires decision making and knowledge and understanding of course regulations), advising students on procedures for voluntary suspension, checking assignments have been submitted, etc.
3.	Provide organisational and administrative support to our PGR programme which includes directing potential applicants to relevant information to enable them to submit their application; plan and organise "Induction Sessions"; co-ordinate and manage annual reviews etc. Provide support for the activities of the Applied Economics Centre for Doctoral Training.
4.	Co-ordinate and manage PGT Assessments and Examinations. Monitor assignment submissions and extension requests, marking and internal moderation. Prepare assessment schedules for each programme as appropriate as well as exam timetables, book exam rooms (ensuring all special needs requirements are covered), appointing invigilators, order and prepare exam booklets, liaise with External Examiners, check accuracy of class calculations in the MyPlace grade books. Return marks using electronic marks return and ensure all class review forms and mark-sheets are completed and accurate. Training of University systems will be provided.
5.	Co-ordinate and manage PGT Examination Boards (including pre-boards and mitigating circumstances boards): book rooms, prepare Agenda and Board Papers, and liaise with External Examiners. Taking Minutes at PGT Examination Boards and entering decisions using the University's online Exam Board.
6.	Co-ordinate and manage PGR Examinations (vivas) which include liaising with the External Examiner, ensuring all paperwork is completed accurately and is submitted to SEES timeously. Examinations can take up to 6 months, therefore the post-holder is responsible that staff/student and external are contacted regularly to check on progress
7.	Co-ordinate and manage PGT trips, as well as visits to the campus of external speakers for programme-related sessions.
8.	Co-ordinate and manage the PhD Annual Conference which includes liaising with academic staff and PhD students to prepare programme; design and create Book of Abstracts; room bookings; catering, prepare reports; liaise with External Assessors, organise evening event. Post holder is the main contact for the day.
9.	Ensure PGT and PGR student records held both within the Department and Student Business are accurate. Ensure Neptune (PGR) database is accurate and kept up to date.
10.	Manage and maintain the Tier 4 process for PGT and PGR students. Ensure SEAMS contacts are kept up-to-date.
11.	Manage and maintain MyPlace pages for PGT & PGR programmes.
12.	Provide finance administration (using FMS and Pegasus): create Assignments and process payments, using the Supplementary Payments system, for External Examiners; check and process expenses claims for External Examiners, right to work checks, raise requisitions where appropriate, eg, accommodation.
13.	Department Timetabling Co-ordinator for all PGT programmes using Enterprise Timetabling and book ad hoc rooms using Resource Booker.
14.	Co-ordinate PGT Staff/Student Liaison Committees (SSLC) including responsibility for setting dates, drafting agendas, booking rooms, taking minutes and organising programme representatives to attend as appropriate.
15.	Take a customer service approach to managing stakeholder enquiries.
16.	Managing a range of operationally complex issues and activities within the role autonomously, escalating to senior staff appropriately.
17.	Any other duties deemed appropriate by the Head of Department, Programme Directors or Senior Programme Administrator.

## 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)

EI HNC or significant relevant work experience

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## Experience

E2 Strong IT skills including proficiency in Microsoft Office

E3 Experience of dealing with a variety of stakeholders

E4 Experience of working to tight deadlines

E5 Experience of minute-taking and committee support

D1 Previous relevant administrative experience within Higher Education

D2 Previous experience working with MyPlace, Pegasus, Neptune, FMS and Enterprise Timetabling

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## Job Related Skills and Achievements

E6 Ability to use own initiative and judgement who can work proactively with little supervision

E7 Excellent interpersonal and communication skills

E8 Ability to manage own workload

E9 Excellent IT skills including Microsoft

E10 Ability to provide excellent customer care

D3 Knowledge and understanding of University academic policies and procedures

D4 Knowledge and understanding of UKVI compliance and SEAMS (Tier 4) engagement and monitoring requirements

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## Personal Attributes

E11 Ability to work as part of a team

E12 High level of personal responsibility, self-motivated and ability to work on own initiative

E13 Ability to be flexible and respond to changing demands, even when under pressure

E14 Well-developed written and verbal communication skills

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## Application Procedure

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Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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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 Elaine Monteith, Senior Programme Administrator [elaine.monteith@strath.ac.uk](mailto:elaine.monteith@strath.ac.uk); 0141 548 4555).

## 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](#).

## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

## Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. 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

It is anticipated that interviews for this post will be held on 20<sup>th</sup> April 2023

## 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.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 3 to 5



### 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 web pages.

The University Court recognises UNISON 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 3 to 5. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNISON.

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. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

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](http://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 the commercial interests of the University. When in doubt advice 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 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/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](http://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 August 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.

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.

### 4. HOLIDAYS

Annual leave entitlement is 27 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, annual leave entitlement 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:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

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](http://www.strath.ac.uk/staff/policies/hr).

## **6. PENSIONS**

At the start of their appointment, new members of staff aged under 75 will automatically be admitted to membership of the Local Government Pension Scheme (LGPS). If you are already in receipt of a pension from LGPS and your benefits relate to service prior to 01/04/2015 then you are required to notify the scheme of your new position regardless of whether you decide to remain a member of the scheme at the University of Strathclyde.

LGPS requires a contribution from the member and a contribution, as a percentage of pensionable pay, is made by the University. The contribution rates that currently apply can be viewed here: - <https://www.spfo.org.uk/index.aspx?articleid=14879>.

If your post is located out with the UK in an EU member state, then pension rules do not permit us to enrol you to the scheme.

New members of staff may opt out of LGPS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. Any member of staff choosing to withdraw from LGPS during their employment with the University, and who is withdrawing after three months' membership but with less than two years' membership, may be entitled to a refund of contributions (less any statutory deductions). Staff withdrawing from the Scheme with more than two years' membership are entitled to a deferred pension benefit. Any member of staff who wishes to opt out should contact the Pensions Team, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)).

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding LGPS can be found on the LGPS website – [www.spfo.org.uk/index.aspx?articleid=14440](http://www.spfo.org.uk/index.aspx?articleid=14440)

## **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. 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](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## **9. NOTICE AND TERMINATION**

The employment of a member of staff is terminable by at least one month's notice, in writing, on either side, except during the probationary period when the notice period is one week. 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 period 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 month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.