Senior Administrative Officer (Postgraduate Studies)
College of Medicine and Veterinary Medicine

1. Job Details
Job title: Senior Administrative Officer
School/Support Department: College of Medicine and Veterinary Medicine
Unit (if applicable): Academic Administration
Line manager: Assistant Secretary (Academic Administration)

2. Job Purpose
The jobholder jointly manages the recruitment and admissions team within the CMVM Postgraduate Office and also has responsibility for proactively facilitating the development of new MSc programmes, the provision of support to the Director of Postgraduate Studies and International Affairs and the Director of the Graduate School in developing policy in the areas of postgraduate study and international affairs, advising senior academic and administrative colleagues regarding postgraduate issues and management of the College student awards procedures.

3. Main Responsibilities

1. Joint management, with the PG Marketing Officer, of the PG recruitment and admissions team (two members of staff) ensuring that College procedures are as fast, friendly and efficient as possible. In addition to motivating and managing the team the jobholder is responsible for constantly reviewing the processes ensuring that they are fit for purpose and introducing change as appropriate. The jobholder is also responsible for managing and maintaining the team’s working relationships with academic staff, senior administrative colleagues within the College as well as colleagues from the wider University and, importantly, with applicants, their advisers and families. 15%

2. Work with senior colleagues within the College to set annual PG intake targets and to contribute in terms of recruitment activity, scholarships and international activity towards increasing the numbers of students on both postgraduate taught and postgraduate research programmes in line with the targets. This task involves ensuring the targets are disseminated and “owned” by Schools and Programme Directors. 15%

3. Proactively facilitate the development and implementation of new PG masters courses (including online courses) to expand the portfolio of postgraduate provision and hence student intake by assisting with funding applications and course approval procedures. Ensuring that information on developing new programmes is available in paper and web-based format and is updated and disseminated annually. 15%

4. Management of competitive student awards process in College. This involves managing c.50 new awards totalling £562k annually. Responsibility for ensuring good communication with the CMVM Research Administrator and the head of the Fees and Scholarship section in the Registry. 15%

5. Support International activities within the College to foster collaborative links in postgraduate education and research. Drafting documentation for collaborative agreements and MoUs, maintaining close relationships with international partners and collaborators and with the University International Office. Secretary to the College International Committee. 15%

6. Facilitate and co-ordinate initiatives or activities relevant to postgraduate induction and training for staff and students. This includes; briefing sessions for staff involved in PG activity on eg e-based programmes, recruitment and admission issues, PhD supervisors’ training sessions; induction sessions for new PG students. Production of PG Handbooks for both research supervisors 5%
7. In conjunction with PG Management Team, support the construction, implementation and monitoring of the Directorate strategic plan. Secretary to the CMVM PG Management Group and to the CMVM PG Strategy Group 5%

8. Delegated responsibility for the day to day management of the PG budget of £130k per annum. Responsibility for providing budgetary reports to the PG Management Group. 5%

9. Represent the University at an administrative level in European Network of Life Science Universities (www.eurolifenetwork.org). EUROLIFE is a network of seven European universities that aims to facilitate collaborative research, the exchange of researchers and research students and the creation of new research and postgraduate opportunities. Delegated University of Edinburgh contact for Postgraduate Life Science Universities in Scotland network (www.plus.ac.uk) concerning joint training for postgraduate students and potential joint degree programmes. 5%

10. Medical Research Council Doctoral Training Account (DTA) Co-ordinator for the University. This involves liaison with the MRC, checking and agreeing indicative awards based on MRC research grant income in collaboration with colleagues in the other two Colleges. Calculating and organising distribution of income between the Colleges. 5%

4. Planning and Organising
Planning and organisation is done up to a year in advance and is largely determined by the academic cycle. The jobholder must be able to plan, organise and prioritise activities on a weekly, monthly and annual basis for him/herself and the staff whom s/he line manages. These activities include recruitment, admissions, target setting and budgets. Annual planning in conjunction with senior academic and administrative colleagues is required for new programme development and approval and the review of the College Postgraduate and International Directorate strategy. The jobholder must be sufficiently flexible to respond quickly to unexpected events.

5. Problem Solving
The jobholder must be aware of problems that are likely to arise and be able to foresee and to avert difficulties. S/he must also be able to respond quickly and constructively to unexpected problems. The problems brought to the attention of the jobholder will vary from the straightforward such as a difficulty with an application to the more complex such as contributing to strategies to encourage academic staff to make a greater contribution to PG provision or to enhance the PGR students’ numbers.

6. Decision Making
The jobholder has responsibility for planning and organising his/her own workload within a team context. S/he takes decisions either independently or in consultation with colleagues regarding the operational aspects of PG recruitment and admissions deciding, for example, how to channel incoming applications. S/he is responsible for the provision of advice regarding regulatory, policy or budgetary issues to senior academic and administrative colleagues on PG matters particularly those related to the creation of new programmes and recruitment/admissions.

7. Key Contacts/Relationships

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<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>Director of Postgraduate Studies and International Affairs</td>
<td>Eurolife</td>
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<td>Director of the Graduate School</td>
<td>PLUS partners</td>
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<td>College Registrar and Assistant Secretary (Academic Affairs)</td>
<td>MRC</td>
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<td>PG Office staff</td>
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<td>CMVM Research Administrator</td>
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<td>CMVM Academic staff with PG involvement</td>
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<td>Central University services (International Office, CPA, Finance, Fees and Scholarship Section of the Registry)</td>
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<td>Applicants, their families and advisers</td>
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8. Knowledge, Skills and Experience Needed for the Job
- Educated to degree level
- Excellent written and oral communication skills
- Management skills including the ability to plan, organise and prioritise
- Excellent IT skills - competent user of database and spreadsheet software, MS Office
- Understanding of finance processes and budget management
- Ability to operate effectively as a team player
- Ability to create and maintain good working relationships with a wide range of contacts
- Awareness of diversity of roles so that information can be effectively disseminated
- A minimum of five years administrative/management experience within a complex organisation

9. Dimensions
Work within team of 4 administrative staff (3.4FTEs) and 4 clerical staff (4 FTEs). Line manager for 1 FTE Administrative Secretary; 1 FTE Senior Secretary.
Annual budget(s) managed: PG budget c. £130K; MRC DTG’s c. £600K per annum; c. 50 Scholarships c. £562K
Service 3 Committees, 2 at College level (International Committee & PG Strategy Group) and one at Directorate level (Postgraduate Management Committee).
Attend PG Admin Forum, College Postgraduate Studies Committee, CMVM Scholarships Committee, e-Implementation Group, EUROLIFE Steering Committee Meetings and EUROLIFE Administrators’ Meetings.

10. Job Context and any other relevant information

11. Verification
I agree that this job description conveys an accurate description of this job.

Manager: 
Job title 
Name 
Signature 
Date 

Job holder: 
Staff number 
Name 
Signature 
Date 

Other: 
Job title 
Name 
Signature 
Date