

THE POST

College: College of Engineering, Mathematics and Physical Sciences
<http://emps.exeter.ac.uk/>

Post: Training Manager

Reference No: P48226

Grade: F

Reporting To: Prof Pierre Friedlingstein

The above part-time (0.5 FTE) post is available immediately for 36 months in the College of Engineering, Mathematics and Physical Sciences.

Job Description

The EU Marie Skłodowska-Curie Actions - Innovative Training Network (ITN) project C-CASCADES science focus is on the transfer of carbon between land and ocean and the consequences for atmospheric CO₂ and climate. C-CASCADES involves project-wide training activities for the 15 PhD students supported by the project. The training manager will assist Prof Friedlingstein (C-CASCADES training coordinator), organising and monitoring the training activities. The training manager will work with the network of PhD students and researchers supporting the training component of the project.

Main purpose of the job:

The training manager will be responsible for assisting with the set-up of the project training activities and thereafter, provision of effective and efficient day-to-day administration, management and monitoring of training organised within the project. You will work with the project training coordinator Pierre Friedlingstein (University of Exeter, CEMPS), in close collaboration with the project coordinator Pierre Regnier and the project manager (Université Libre de Bruxelles), along with the other project partners to ensure delivery of the training component of the project.

Main duties and accountabilities:

Training, organisation, management, monitoring and reporting:

- To support the organisation and management of the Project training elements and assist the training coordinator in achieving its aims and objectives;
- To support the organisation of the project-wide training activities (summer school, training workshops and mini-conferences);
- To help training activities organised by non-academic partners;
- To monitor training and secondments performed by the projects Early stage researchers (ESRs);
- To report training activities and monitoring to project meeting and annual assembly;

- To manage day-to-day communications within the network and between members and non-members of the network, via web, email, telephone or videoconferencing;
- To be a first point of contact for information and communication about the training aspects of the network, both internally (among the partners) and externally.

Management of governance bodies:

- To manage preparation and collation of reports, reviews and other documentation;
- To provide adequate and effective administrative support, including organising and administering meetings and committees, core events and conferences.

Other duties:

- To provide the Training coordinator with high-level of management support in all areas required;
- To liaise as necessary with College and University staff where appropriate, including attendance at meetings if required;
- To make presentation about the work of the Consortium at internal, national and international meetings and events, where appropriate.

General:

All professional services staff in the College are expected to support and develop the College's objectives by providing high quality professional services to students, staff, visitors and external stakeholders as effectively and efficiently as possible within the available resources. All staff are expected to:

- Take a proactive approach to understanding our customers and how we can best meet their needs;
- Work together in a mutually supportive way and towards shared priorities;
- Assist at College-wide events when required;
- Take shared responsibility for the development and smooth operation of the College's administrative processes;
- Respond to enquiries (in person, by telephone or email) from staff, students and visitors in a professional and customer-focused manner;
- Provide cover and support for colleagues within the College, during peak periods, holidays or illness (note that there may be particular times of the year during which annual leave may not be taken);
- Undertake other duties and projects as may be reasonably required by the College Manager in accordance with the grade of the post;

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Additional Information Relating to the Post

Salary

The starting salary will be from £33,242 per annum, pro rata on Grade F, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 18.25 hours per week worked by arrangement with your line manager.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information.

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Monday 27th April 2015**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.