JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>TECHNE Training Officer</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research and Enterprise</td>
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<tr>
<td>Job type</td>
<td>Professional</td>
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<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Doctoral Training Partnerships and Scholarships Manager</td>
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**Purpose of the Post**

The TECHNE DTP is a consortium of seven universities in London and the south-east, led by Royal Holloway, which awards AHRC doctoral scholarships and provides training and development opportunities for students. This post will focus on ensuring that key training-related elements of the TECHNE Doctoral Training Partnership (DTP) programme are delivered efficiently and effectively to maximise student benefit, and to manage those supplying training to the DTP. The postholder will have input into the ongoing development of training strategy for TECHNE, especially in terms of online delivery.

**Key Tasks**

1. **Management of projects commissioned from external suppliers (circa 30%)**
   TECHNE is commissioning two large projects from external providers, one involving the delivery of career and life-coaching services for students and the other producing video-based advice on doctoral studies. The postholder will manage TECHNE’s relationship with the external suppliers monitoring the quality of their work and making sure that it is delivered on time and in line with the contract, has a high student take-up and advise suppliers on the suitability of content and form of delivery. The postholder will be the first point of contact for suppliers, liaising with them over such matters as publicity and scheduling of events and meetings and answering any questions that they may have. S/he will be responsible for financial administration of these projects.

2. **Management of Conflux training events (circa 30%)**
   Academics in TECHNE will be providing around 10 large training events called ‘Confluxes’. The postholder will be responsible for monitoring provision of these events to ensure that they are delivered as described in the application to TECHNE, and providing advice and guidance to those running the Confluxes so that their benefit is maximised. S/he will be responsible for financial monitoring of these events and providing advice to local leaders and also for marketing the events to students.

3. **Management of NPIF training events (circa 20%)**
   TECHNE has additional funding from the AHRC to provide training events as part of the National Productivity Investment Fund scheme. Working with the Dean of Arts and Social Sciences, the postholder will organise all aspects these events
(including booking venues, publicity, managing finances, registration, speakers, reporting).

4. **Event administration (circa 20%)**
The postholder will organise and commission other events provided for the student cohort and support the work of the TECHNE Training Group. S/he may also be involved in co-ordinating training with other DTPs and HEIs.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway or TECHNE is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- External training suppliers
- TECHNE students
- TECHNE directors and administrators, both centrally and at the TECHNE member institutions
- Venues for events
- Academic staff and supervisors in TECHNE institutions
- Royal Holloway administrators in units such as Finance, academic Departments and Research and Enterprise