JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>TECHNE2 IT Project Manager</th>
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<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>Grade 8</td>
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<tr>
<td>Accountable to:</td>
<td>Doctoral Training Partnerships and Scholarships Manager</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

The TECHNE2 Doctoral Training Partnership is a consortium of nine universities in London and the south-east, led by Royal Holloway, which awards AHRC doctoral scholarships and provides training and development opportunities for students. TECHNE2 is a further development of a current consortium of seven member universities, but needs to develop IT solutions to enable it to operate more effectively on a larger scale than previously. TECHNE2 expects to be awarded funding in July 2018, and must have key systems in place in order to commence student recruitment and selection in autumn 2018. In the event of TECHNE2 not being funded by the AHRC, the post would be terminated in July 2018. The postholder would be responsible for the definition and completion of three projects described below.

Key Tasks

1. **Procurement and implementation of an online student application and review system**

   This would be the main task of the postholder. In order to carry the increased administrative load of more scholarships and more members, plus the need to comply with Data Protection legislation, TECHNE needs to move to an online, software-based system for student application, selection and review. Working collaboratively with TECHNE2 administration and member universities, the postholder would:
   - analyse student selection processes
   - identify and prioritise requirements in order to develop a specification
   - identify and evaluate potential suppliers
   - produce an implementation plan
   - liaise with the chosen supplier
   - manage the implementation process
   - provide training and documentation for members
   - undertaking a troubleshooting role in the early phase of operation.

The objective is to have a selection and review system operational by November 2018.
2. **Platform for the TECHNE2 Peer Review College**

As part of its bid to the AHRC, TECHNE2 said it would establish a Peer Review College to provide information and guidance to application reviewers and supervisors. Working with academics who would provide the content, the postholder would establish the online platform for the PRC. The postholder will therefore be responsible for selection of the most appropriate platform, and for designing and structuring the platform to enable easy upload of materials and accessibility for users.

3. **Website update**

The TECHNE2 website will continue to be hosted by Brighton University, but will require a major overhaul for the launch of TECHNE2, with new content to reflect the wider membership, services and goals of the new consortium. The postholder, together with the TECHNE Manager and Brighton University, will play a key role in reviewing the existing content, identifying new content, restructuring and redesigning the website to make it an effective tool for delivering information about TECHNE2 to a variety of users.

**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:

- TECHNE2 directors and administrators, both centrally and at the TECHNE member institutions
- Academic staff and supervisors in TECHNE2 institutions
- Royal Holloway administrators in administrative units
- Software suppliers