Role descriptor for CHASE DTP Administrative Lead

Institutional representation

1. To be a non-voting member of the CHASE DTP Management Board; to attend all meetings of the Board (usually five per year) or, in exceptional circumstances, to brief and send a deputy.
2. To represent the administrative concerns of their home institution at meetings of the Management Board.
3. To support the institutional Academic Lead in their role, and to ensure that they are fully briefed on administrative issues arising.
4. To provide expertise on administrative and organisational issues relating to their home institution.
5. To provide support and briefing to their institutional Strategy Board member on request.
6. To support strategic developments in the Consortium in preparation for BGP3 application.
7. To be the named administrative point of contact for CHASE at their institution.
8. To attend meetings of the Administrative Leads.

Managing the DTP

9. To promote the smooth running of the DTP by thorough consideration and discussion of administrative issues.
10. To ensure the smooth running of the student selection process in their institution.
11. To provide support for CHASE selection panels.
12. To ensure the timely submission of institutional reports.
13. To advise the DTP Manager on administrative issues concerning the DTP.
14. To consult with institutional colleagues as necessary to bring specialist advice to DTP planning and operations.
15. To support the recruitment and selection process for new members of the CHASE administrative team.
16. To take on specific projects as requested.

Communications

17. To share information with the CHASE DTP administrative team and other administrative leads.
18. To receive communications from CHASE team or other CHASE members, and distribute these as appropriate within their institution.

Continuity
19. To provide continuity to CHASE DTP management by ensuring a full handover to any successor in the role.
20. To work with the Academic Lead to ensure a full handover to their successor in the role.

Review schedule

21. This document will be reviewed annually.

Version

1.0	1/7/14	RW
1.1	13/7/14	RW/admin leads
1.2	29/7/14	RW/SM
1.3	2/9/14	RW/admin leadsf