

Role	<b>Faculty Director of PGR</b>
Main purpose of job	<p>The Faculty Director of PGR plays a key role in supporting the APVC Research and Impact in leading on all aspects of PGR provision, policy and strategy within a Faculty and contributing to the University strategy for Doctoral provision:</p> <ul style="list-style-type: none"> <li>• Developing and implementing strategy and policy for PGR recruitment, student experience and quality of provision, which supports Faculty and University strategies.</li> <li>• Supporting the APVC R&amp;I and the Dean of the Doctoral College by providing strategic and operational leadership.</li> <li>• working with DoR&amp;Is, DoPGRs, DoBEIs, DESEs and DoGEs in areas of shared interest and responsibility and to ensure that synergy between portfolios is maximised and that departmental resources are allocated to optimise the delivery of all thematic strategies.</li> </ul> <p>The Faculty Directors of PGR working together, and with the Dean of the Doctoral College, have a key role in ensuring engagement with and delivery of the postgraduate research provision and KPIs.</p> <p>This is a 0.6-0.8 FTE role. The remaining FTE is available to enable the role holder to maintain an active profile in research and/or scholarship (which is a requirement of the role).</p> <p>Note: Time to be agreed on appointment, to include consideration of contractual hours and other support that can be made available to facilitate this role.</p>
Reporting to	APVC R&I Indirectly: Dean Doctoral College
Working with (people)	Directors of PGR
Main duties and accountabilities	Accountabilities specific to the Research & Impact Postgraduate Research portfolio
1	Using performance data to evaluate PGR provision and performance, including contributing to research reviews.
2	Leading as appropriate in relation to planning, quality and delivery for any relevant doctoral training entities and studentship programmes.
3	Overseeing and ensuring consistency across Departments in the operational academic management of PGR students throughout the lifecycle, taking lead-responsibility for complex and serious matters.
4	Liaising with the Doctoral College to ensure a high-quality environment and experience for PGRs in the Faculty.
5	Setting and managing PGR budgets (including scholarships and student research support) and oversight of PGR resources (including space and facilities).
6	Providing academic leadership for the Faculty's PGR recruitment strategy.
Key liaisons	<p>Membership of Faculty Executive Team</p> <p>Membership of relevant University committees/boards and other working groups within Faculty and across faculties/University to</p>

	promote interdisciplinarity and to support University-wide strategic objectives.
Learning and development requirements and opportunities	Academic Leader Development Programme Personalised development plan in ePDR
Person specification (essential and desirable)	<p>Associate Professors or Professors in any academic job family</p> <ul style="list-style-type: none"> <li>• Experience at a senior leadership level, with a clear vision for education and research and the ability to engage others in that vision</li> <li>• Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change</li> <li>• Awareness of political issues and higher education regulation and understanding of how to operate effectively within these different environments</li> <li>• Ability to think creatively and with vision and the willingness to suggest and try new and creative approaches to problems</li> <li>• Strong communication skills with the ability to build and maintain effective and productive working relationships internally and externally</li> <li>• A commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity</li> <li>• Ability to delegate, to provide and respond to constructive feedback, monitoring and addressing performance, and building trust and teamwork</li> <li>• Success in delivering results through effectively managing people, finances, and other resources to achieve these</li> <li>• Credibility and expertise gained from personal and collaborative success in the specific academic theme (Postgraduate research portfolio)</li> <li>• Knowledge and experience in a cognate academic area of the Faculty</li> <li>• Shares the University's ways of working collaboratively, sustainably and digitally and models this in their attitude and behaviour</li> <li>• Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate</li> <li>• Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are</li> </ul>

	<p>addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate</p> <ul style="list-style-type: none"> <li>• Ensures that the organisational values of Discovery, Respect, Excellence, Inclusion and Community are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly or raised with the relevant Line Manager or through the relevant processes within the University as appropriate</li> </ul>
Term of office	3 years, usually ending on 31 July (where appointments are made mid-year, consideration will be given to extending the initial term so that it expires on 31 July). Renewable subject to satisfactory review.
Recognition	Workload allocation in the range 0.6-0.8 FTE, agreed by PVC. We welcome requests for job shares or other creative approaches to roles to take account of individual circumstances and/or for operational or strategic reasons. E&R staff will be expected to remain research active as part of this role.
Date last reviewed/approved by	April 2022

An indicative list of responsibilities of this role is provided below. This is subject to alteration, depending in particular upon changing circumstances and the development of the new University structures.

1. Using performance data to evaluate PGR provision and performance, including contributing to research reviews.
  - a. Overview of AMR within the departments
  - b. Overview of PRES reviews within the departments
  - c. Faculty-level Quality Review
2. Leading as appropriate in relation to planning, quality and delivery for any relevant doctoral training entities and studentship programmes.
  - a. Liaise as appropriate with Funder Advisory Networks, other faculties, Doctoral College, external partners
  - b. Lead on decisions relating to the allocation or prioritization of studentships
3. Overseeing and ensuring consistency across Departments in the operational management of PGR students throughout the lifecycle, taking lead-responsibility for complex and serious matters
  - a. Manage, e.g., complaints, appeals, research misconduct, Dignity and Respect cases
  - b. Approve examinations documents (for review 2022-3)
  - c. Support Deputy Directors of R&I (PGR), taking individual responsibility as appropriate (e.g. cases of conflict of interest)
4. Liaising with the Doctoral College to ensure a high quality environment and experience for PGRs in the Faculty.
  - a. Engage with policy development
  - b. Oversee provision of and engagement with supervisor, examiner and pastoral tutor training
  - c. In collaboration with the Doctoral College, ensure the provision of relevant and high-quality PGR training
  - d. Ensure quality and consistency of practices, overseeing and supporting Deputy

Directors of R&I (PGR)

- e. Ensure operation of PGR Liaison Forums at department level, and respond to matters requiring action at faculty or University level
- 5. Setting and managing PGR budgets (including scholarships and student research support) and oversight of PGR resources (including space and facilities).
  - a. Liaise with faculty management, Deputy Directors of R&I (PGR), and Doctoral College, as appropriate
  - b. Engage with relevant faculty planning processes
- 6. Providing academic leadership for the Faculty's PGR recruitment strategy.
  - a. Liaise with faculty management and relevant University services (e.g. International, Philanthropy)
  - b. Work with the Doctoral College, via its Recruitment Group
  - c. Oversee consistent and efficient admissions processes at department level