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| Role: | **Director of PGR** |
| Main Purpose of Job | **Main purpose:**   * Deliver PGR strategies for department (including recruitment and admissions, student experience and research culture, quality assurance). * Support the Faculty Director of PGR at Faculty level and the Dean of the Doctoral College by providing operational leadership for the management of PGR students throughout student lifecycle.   Work with DoR&Is, 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.  This is a 0.25-0.4 FTE role, reflecting the strategic importance of the role while enabling the role holder to maintain an active role in research (which is a requirement of the role). The agreed figure will differ (within this range) by department, depending upon PGR FTEs. |
| Reporting to | Director of R&I  Matrix reporting to Faculty Director of PGR |
| Responsible For | The Director of PGRwill lead a team responsible for different aspects of the Department’s PGR activities, the size and composition of which will vary by Department. |
| Main duties and accountabilities | The Director of PGR acts as the senior lead responsible for PGRs within a department. Accountable for:   * Implementing the faculty recruitment plan, and overseeing departmental and related admissions (including management of academic collaborations). * Ensuring a high-quality PGR student experience (e.g. engagement with quality-assurance and responding to surveys). * Overseeing student engagement. * In collaboration with the PGR support team, overseeing most student case-work and operational academic management of PGR students. * Overseeing pastoral support for PGR students. * Supporting the department and faculty with PGR and research processes (e.g. REF preparations). * Working effectively with the Professional Services RS team to ensure that department ambitions can be supported with appropriately skilled and experienced staff. |
| Key liaisons | DoR&I; DoBEI; DoGE |
| Learning and Development requirements and opportunities | Initial training provided by Doctoral College; Personalised development plan in ePDR  ASPIRE/AdvanceHE framework |
| Person specification (essential and desirable) | Senior Lecturer, Associate Professor or Professor in E&R job family  Excellent communication and relationship building skills and the ability to build and maintain a strong team  A commitment to creating an environment for staff and students to thrive, that is inclusive and promotes equality and diversity  Success in delivering results through effectively managing people, finances, and other resources to achieve these  Credibility and expertise gained from personal and collaborative success in the specific academic theme (Postgraduate research portfolio)  Shares the University’s ways of working collaboratively, sustainably and digitally, and models this in their attitude and behaviour  Awareness of key aspects of higher education research landscape including policy, regulations, REF, and how these apply to their relevant Department |
| Term of office | 3 years, usually ending on 31st 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 0.25-0.4 FTE, agreed by Head of Department. 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. |
| 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. Implementing the faculty recruitment plan, and overseeing departmental and related admissions.
   1. Involvement, as appropriate, in admissions and selections panels for internal and partnership (e.g. DTP) processes
   2. Approval of projects and appointment of supervisors
2. Ensuring a high-quality PGR student experience (e.g. engagement with quality-assurance and responding to surveys).
   1. Deliver department-level inductions
   2. Manage PGR Quality Review
   3. Oversee Annual Monitoring Review in the department
   4. In association with heads of department, ensure and oversee quality of supervision
   5. Ensure a high-quality departmental research culture for PGRs
   6. Optimise PGR completions
3. Overseeing student engagement.
   1. Ensure the operation of a departmental PGR Liaison Forum, and follow up issues as appropriate
   2. Support the Doctoral College with communications around PRES and other engagement exercises
4. In collaboration with PGR support team, overseeing most student case-work and operational management of PGR students.
   1. Supervision arrangements
   2. Upgrades
   3. Unsatisfactory progress
   4. Mode of attendance changes
   5. Examinations (to be reviewed, 2022-3)
5. Overseeing pastoral support for PGR students.
   1. Ensure the operation of pastoral tutoring in the department
   2. In collaboration with the Doctoral College support team, manage the Health, Wellbeing and Support for Study procedures
6. Supporting the department and faculty with PGR and research processes (e.g. REF preparations).
   1. Contribute to REF preparations
   2. Contribute to relevant engagement with funders and other external bodies