

GRADUATE BOARD

10 December 2012

Set out below, for the information of the Board, is the role description for Directors of PGR Studies agreed by FMG in June 2012. An annotated version which is more informal and provides more detailed information on the role is available upon request from s.throp@adm.leeds.ac.uk

FACULTY OF...

FACULTY DIRECTOR OF POSTGRADUATE RESEARCH STUDIES

BACKGROUND

The Faculty of..... Comprises the following academic units

- School of
- Institute of
- Division of

The Faculty Director of Postgraduate Research Studies (DPRS) is responsible, on behalf of the Faculty Dean, for shaping the strategic development of postgraduate research (PGR) in the Faculty. The post-holder will work with the Pro-dean for Research & Innovation to strengthen postgraduate research, to maintain academic standards and assure the quality of the Postgraduate Researcher (PGR) experience, to develop the international reputation of the University, and to increase PGR numbers whilst maintaining quality.

The post-holder will play a key role in developing and supporting the research environment for PGRs and staff and work to raise the profile of postgraduate study within the Faculty. Guiding the Faculty's postgraduate strategy and policy, the Faculty Director of Postgraduate Research Studies will take a lead on recruitment and studentship matters for PGRs, monitoring of recruitment, progress, examination and completion of postgraduate researchers.

The post is expected to be within the bounds of 0.3 – 0.5fte. The tenure of the post will be for a period of between three and five years, by mutual agreement on appointment. The post-holder will be accountable to the Faculty Dean, with a secondary professional reporting line to the Faculty Pro-Dean for Research & Innovation.

The post-holder will be expected to work in accordance with the University's policies, procedures, and values, promoting academic excellence through integrity, inclusiveness, professionalism, and community.

The post-holder's key responsibilities will be as follows:

- Chair the Faculty Graduate School Committee, represent postgraduate research matters on the Faculty Research & Innovation Committee as an ex officio member, and attend the Faculty Executive Committee / Group for relevant business.
- Represent the Faculty as a member of Graduate Board and one or more of its Groups; be a member of University groups and committees or participate in University projects as appropriate to the role.
- Be a key senior point of contact for working with relevant central services.

- Represent the Faculty on external postgraduate research matters, as requested by the Faculty Dean or Pro-Dean for Research & Innovation.
- Work with the Pro-dean for Research & Innovation, the Faculty Executive, and Faculty Education Service Manager to shape the strategic development of postgraduate research in the Faculty, playing a lead role in developing and implementing strategies to optimise the Faculty's performance in postgraduate research, taking forward faculty objectives for PGR, and participating in University review and planning exercises.
- Advise the Faculty Dean and Pro Dean RI on organisational, environment, and infrastructure needs for world-class postgraduate research
- Undertake overall responsibility for quality assurance procedures for postgraduate research study in the Faculty.
- Work with the faculty hub and Staff and Departmental Development Unit (SDDU) Researcher Skills Training and Development Officers, Postgraduate Research Tutors (PGRTs), and Pro-dean Research & Innovation as appropriate, to formulate strategy on professional skills and careers development for researchers and support delivery of an effective programme of training for postgraduate researchers within the Researcher Development Framework (RDF), and work with the SDDU to ensure that there are suitable tutors for courses for training PGR supervisors and the internal examiners or research degrees.
- Work with PGRTs and relevant staff on matters relating to postgraduate researchers as teachers / demonstrators and postgraduate researcher representation relevant Faculty and School committees.
- Ensure coordination of processes and coherence of provision of PGR cohort training centres (CDT / DTC / IDC / DTG, etc.)
- Work within the Faculty and with PGRTs to develop effective arrangements for the recruitment and support of postgraduate researchers (PGRs)
- Work with PGRTs, Heads of School and the Pro-dean RI to ensure effective processes for the planning, advertising and recruitment to Faculty postgraduate research scholarships, where relevant, and work to increase the number of scholarships available to support postgraduate research⁹.
- Ensure compliance in the Faculty with, and implementation, monitoring, and development of the University Code of Practice for Research Degree Candidature.
- Assume overall responsibility for postgraduate researcher examinations processes and procedures, working with PGRTs and appropriate Faculty Graduate School staff¹⁰.
- Maintain oversight of PGR appeals and complaints, working with PGRTs where appropriate, and handling complex individual PGR cases that may arise.¹¹
- Contribute to the management of the Faculty Graduate School, working with the Faculty Education Service Manager to direct the work of the Graduate School Manager or key postgraduate research administrator/s in the Graduate School¹².
- Ensure development of faculty-level publicity for the Graduate School where appropriate, ensuring the support and facilities offered by the Graduate School and other relevant entities are made known to postgraduate researchers.

- Promote the importance of postgraduate research in the Faculty and encourage best practice in all PGR matters.
- Serve as a member of the Committee on Applications, on a rotational basis with other Faculty Directors of PGR Studies, to hear academic malpractice cases whether involving PGRs or taught students (attendance at 1 – 2 meetings per year is anticipated)
- Carry out the duties of the post in accordance with the university values of professionalism, inclusiveness, integrity and community supporting the core value of academic excellence.

KEY SKILLS and EXPERIENCE (essential unless otherwise stated)

- An established track record of successful postgraduate researcher supervision.
- An understanding of the external environment, trends and developments in the area of postgraduate research education and funding, and the ability to apply knowledge in your own context.
- A full and up-to-date understanding of issues, policies and procedures relating to postgraduate research education.
- A track record in research, including a sustained publications record and evidence of having secured external funding to support research.
- An understanding of the funding strategies of the Research Councils and other major research funders.
- Ability to influence growth and development of postgraduate research in the Faculty.
- Ability to demonstrate strategic thinking and planning, to define and articulate strategy, priorities and imperatives; understand strengths, weaknesses, opportunities, threats; long-term thinking; develop achievable plans; take decisions on time, even in uncertain circumstances; proven ability analyse, interpret and draw logical inferences from quantitative and qualitative data and management information, using data to inform reports and analyses.
- Ability to secure commitment to vision; initiate and manage change; to earn credibility; to inspire colleagues; to accept responsibility; integrity and fairness.
- Ability to develop staff; establish and communicate clear standards and expectations; delegate effectively; make best use of skills; give constructive feedback and respond to feedback; build trust, good morale and teamwork; secure commitment to staff through appropriate involvement and recognition; implement equal opportunities principles and practice.
- Personal effectiveness and self-management: time management, flexibility, adaptability, commitment to own development.
- Demonstrate commitment to diversity, an understanding of the diverse nature of the University's community, and a willingness to work with staff, PGRs, and visitors from a wide variety of backgrounds.

Applicants will need to hold a post at grade 9 or 10.

ST, Ext 35778, updated 17/08/2016

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