

# Head of Graduate School

Role Descriptor for Head of (Faculty) Graduate School

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## THE ROLE

- 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 three years, renewable for a further two years with the approval of the Faculty Executive Dean and Dean of the Leeds Doctoral College.
- The post-holder will be accountable to the Faculty's Executive Dean, with secondary reporting lines to the Dean of the Leeds Doctoral College and Faculty's Pro-Dean for Research & Innovation
- Applicants will need to hold an academic post at grade 9 or 10.

The Faculty Head of Graduate School is responsible, on behalf of the Faculty Executive Dean and the Doctoral College, for shaping the strategic development of postgraduate research (PGR) in the Faculty.

The post-holder will work with the Dean of the Leeds Doctoral College and Faculty Pro-Dean for Research & Innovation to strengthen postgraduate research, to maintain academic standards, to assure the quality of the PGR experience, to develop the international reputation of the University, and to develop and execute a strategic approach to PGR recruitment and forecasting in line with University strategies.

Guiding the Faculty's postgraduate strategy and policy, the Faculty Head of Graduate School will take a lead on recruitment and studentship matters for PGRs, including the monitoring of recruitment, progress, examination and completion of postgraduate researcher candidatures. The post-holder will play a key role in developing and supporting the work to raise the profile of postgraduate research study within the Faculty.

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 Head of Graduate School'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 through membership or leadership of one or more of its Groups, and participate in relevant University projects, committees and groups as appropriate to the role.

- Be a key senior point of contact for working with the relevant professional services, especially Doctoral College Operations.
- Represent the Faculty on external postgraduate research matters, as requested by the Faculty Executive Dean, Pro-Dean for Research & Innovation or Dean of the Leeds Doctoral College.
- Work with the Pro-Dean for Research & Innovation, the Faculty Executive, and Doctoral College 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, including taking the lead of PGR strategy and number planning through the IPE process.
- Advise the Faculty Dean and Pro Dean Research & Innovation 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 and be involved the interview and selection process for the appointment of new Directors of PGR Studies for the constituent Schools.
- Work with Organisational Development and Professional Learning (OD&PL), the Careers Service, Researcher Skills Training and Development Officers, Directors of Postgraduate Research Studies (DPGRS), and Pro-Dean Research & Innovation as appropriate, to formulate strategy on professional skills and careers development for researchers and support delivery of an the effective programme of training for postgraduate researchers within the Researcher Development Framework (RDF), and work with the OD&PL to ensure that there are suitable tutors for courses for training research PGR supervisors and the internal examiners for research degrees.
- Work with Directors of Postgraduate Research Studies (DPGRS), Pro Dean for Student Education and relevant staff on matters relating to postgraduate researchers as teachers / demonstrators and postgraduate researcher representation for relevant Faculty and School committees.
- Ensure coordination of processes and coherence of provision of PGR cohort training centres (CDT / DTP etc.)
- Contribute to arrangements for the recruitment and support of postgraduate researchers in partnership with academic and professional service colleagues.
- Work in partnership with professional and academic colleagues to align Faculty and School scholarships with the University and Faculty strategies.
- Ensure compliance in the Faculty with, and implementation, monitoring, and development of the University Code of Practice for Research Degree Candidatures.
- Assume overall responsibility for postgraduate researcher examination, monitoring and progress processes and procedures, working with the School DPGRSs and appropriate Doctoral College staff.
  - Serving as a co-opted member of the Committee on Applications when requested by the Student Cases Team.
- Work in partnership with Doctoral College Operations and the Faculty Graduate School to develop and deliver academic and pastoral support to PGRs
- Promote the importance of postgraduate research within and beyond the Faculty and encourage best practice in all PGR matters in accordance with the principles of the Leeds Doctorate.

- 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 national, local and global context for postgraduate research, and the ability to apply this knowledge in your own context.
- A full and up-to-date understanding of policies and procedures relating to postgraduate research.
- A track record in research, including a sustained publications record and evidence of having secured external funding to support research where appropriate.
- An understanding of the funding strategies of the Research Councils and other major research funders.
- 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.
- Evidence of 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.