



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Graduate School Manager, Leeds Doctoral College



Salary: Grade 7 (£33,797 - £40,322 p.a.)

Reference: CSLDC1013

We will consider flexible working arrangements

Faculty Graduate School Manager Leeds Doctoral College, Student Education Service

Are you committed to continuous improvement with the ability to work in partnership with stakeholders to deliver an exceptional postgraduate researcher (PGR) experience? Can you lead and manage a team through a period of change, effectively planning and directing resources to meet key priorities and challenges?

You will work in close partnership with academic colleagues, including the Head of Graduate School and Directors of Postgraduate Research Studies, as well as the Head of Doctoral College Operations, to lead, shape, develop and manage the operations of the Doctoral College within the Faculty of Leeds University Business School (LUBS). You will require strong leadership and communication skills to be able to guide and support a team of staff to deliver the various functions of administration concerning PGRs. You will work in partnership with the Education Service Functional Managers to ensure student education processes and practices within the faculty in which you are based and the wider Doctoral College, are managed effectively, delivered consistently and to agreed quality standards. You will support continuous improvement for both the Faculty and the University's student education practices and processes.

This is a key client focused role, managing relationships, influencing and supporting the faculty's academic leadership team to deliver objectives which align to the University's strategic ambitions for Student Education and PGRs. In addition you will work collaboratively with other members of the Doctoral College Operations Management Team, as led by the Head of Doctoral College Operations, to ensure staff resources are managed within the faculty and to set key priorities. You will contribute to Faculty level plans and functional projects within the Doctoral College, working collaboratively with colleagues across the University, facilitating good communication, building positive working relationships and delivering results.

What does the role entail?

As a Faculty Graduate School Manager your main duties will include:

- Working in close partnership with the Head of Graduate School and Directors of Postgraduate Research Studies, as well as other key senior academics, in



the development and delivery of the Faculty's strategy and policies for postgraduate research;

- Supporting the Directors of Postgraduate Research Studies with the development and implementation of initiatives which impact upon the PGR experience and deliver the provision of programmes for PGRs;
- Strategically contributing to the continuous development of the service to deliver institutional and local priorities, working collaboratively with academic colleagues, functional leads and other service colleagues across the School, Faculty and the wider University to achieve this;
- Providing leadership and management to the Graduate School team members within the Faculty, setting standards for the team, supporting team members through change, and engaging members of the team in delivering improvements that align to School, Faculty and University objectives;
- Preparing recommendations to inform short and long-term Student Education Service strategic priorities, gaining buy-in from relevant Faculty and team members for any proposals;
- Supporting the Head of Doctoral College Operations in contributing to Faculty and University level plans and projects within Student Education and the Doctoral College according to current priorities, such as planning for periodic reviews;
- Managing the effective delivery of admissions, assessment, programme support, quality assurance and student support for PGRs within the Faculty, ensuring the integrity of student records, contributing to the streamlining of activities, planning and directing the effective use of resources to meet key priorities and challenges;
- Identifying and prioritising opportunities for enhancements to Faculty operations through analysis and monitoring of service delivery, using relevant management information and data to identify impact and trends, identifying and addressing risks and barriers to efficient, effective and consistent service delivery;

These duties provide a framework for the role and should not be regarded as a definitive list.



What will you bring to the role?

As a Graduate School Manager you will have:

- Ability to lead and deliver change;
- Experience of influencing and negotiating effectively to achieve desired outcomes;
- Experience of leading and managing people;
- Ability to build and maintain effective partnerships and work collaboratively with a range of stakeholders;
- Experience of delivering continuous improvement and service excellence;
- Excellent problem solving skills and the ability to think strategically and creatively;
- Ability to work independently, assessing, managing and prioritising competing demands;
- Effective networking skills; ability to build relationships with colleagues throughout the Student Education Service;
- Excellent written and verbal communication skills;
- Excellent IT skills with the ability to analyse, interpret and present data.

You may also have:

- A knowledge and understanding of student education in Higher Education, with particular emphasis on PGRs;
- Experience in project and process delivery, developing and working to plans, deadlines and project milestones.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Vicky Burrett, Head of Doctoral College Operations

Tel: +44 (0)113 34 30900

Email: v.burrett@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

