



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Faculty Head of Graduate School, Faculty of Social Sciences



### Reference:

The tenure of the post will be for a period of between three years, renewable for two by mutual agreement on appointment.

Ref: ESLFO1087

The post is on a 0.5fte basis.

Opportunity open to existing employees within the Faculty of Social Sciences only.

## **Faculty Head of Graduate School Faculty of Social Sciences**

**Do you have the ability to provide the strategic vision to lead the Faculty in shaping the strategic development of postgraduate research in the Faculty? Are you looking for a challenging leadership position and are you passionate about supporting and strengthening postgraduate research to assure the quality of the PGR experience?**

The Faculty Head of Graduate School is responsible, on behalf of the Faculty Dean and through the Doctoral College 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, to assure the quality of the 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 postgraduate researchers and staff and work to raise the profile of postgraduate research study within the Faculty. 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 is on a 0.5fte basis. The tenure of the post will be for a period of between three years, renewable for two 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 and the Dean of the Doctoral College. 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.

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

### **What does the role entail?**

As Faculty Head of Graduate School, your main duties will include:

- Chairing the Faculty Graduate School Committee, representing postgraduate research matters on the Faculty Research & Innovation Committee as an ex officio member, and attending the Faculty Executive Committee / Group for relevant business;



- Representing the Faculty as a member of Graduate Board and one or more of its Groups; being a member of University groups and committees or participating in University projects as appropriate to the role;
- Being a key senior point of contact for working with relevant central services;
- Representing the Faculty on external postgraduate research matters, as requested by the Faculty Dean or Pro-Dean for Research & Innovation;
- Working 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 leading role in developing and implementing strategies to optimise the Faculty's performance in postgraduate research. Also 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;
- Advising the Faculty Dean and Pro Dean Research & Innovation on organisational, environment, and infrastructure needs for world-class postgraduate research;
- Undertaking overall responsibility for quality assurance procedures for postgraduate research study in the Faculty;
- Working with Organisational Development and Professional Learning (OD&PL), 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 effective programme of training for postgraduate researchers within the Researcher Development Framework (RDF), and working with the OD&PL to ensure that there are suitable tutors for courses for training research PGR supervisors and the internal examiners or research degrees;
- Working with 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;
- Ensuring coordination of processes and coherence of provision of PGR cohort training centres (CDT / DTP etc.);
- Working within the Faculty and with DPGRS to develop effective arrangements for the recruitment and support of postgraduate researchers;
- Working with DPGRS, Heads of School and the Pro-Dean Research & Innovation to ensure effective processes for the planning, advertising and



recruitment to Faculty postgraduate research scholarships, where relevant, and working to increase the number of scholarships available to support postgraduate research;

- Ensuring compliance in the Faculty with, and implementation, monitoring, and development of the University Code of Practice for Research Degree Candidatures;
- Assuming overall responsibility for postgraduate researcher examinations processes and procedures, working with DPGRS and appropriate Doctoral College staff;
- Maintaining oversight of PGR appeals and complaints, working with DPGRS where appropriate, and handling complex individual PGR cases that may arise;
- Ensuring 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;
- Promoting the importance of postgraduate research in the Faculty and encouraging best practice in all PGR matters;
- Carrying 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.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## **What will you bring to the role?**

As Faculty Head of Graduate School, you will have:

- 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;
- Demonstrable 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.

## How to apply

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

Your application should include:

- a **short statement** (2-3 pages of A4) addressing the requirements of the role and how you believe your existing knowledge and experience equips you to carry out the role;
- a copy of your **curriculum vitae** giving full details of qualifications and experience.



## Contact information

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

**Professor Alastair Mullis, Executive Interim Dean of Faculty of Social Sciences**

Email: [a.mullis@leeds.ac.uk](mailto:a.mullis@leeds.ac.uk)

Or

**Professor Stuart Lister, Pro Dean for Research and Innovation**

Email: [s.c.lister@leeds.ac.uk](mailto:s.c.lister@leeds.ac.uk)

## Additional information

### About the job

The post-holder will be accountable to the Faculty Dean, with a secondary professional reporting line to the Faculty Pro-Dean for Research & Innovation and the Dean of the Doctoral College.

### Candidates with disabilities

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

