FACULTY OF EDUCATION, SOCIAL SCIENCES AND LAW

Director of Postgraduate Research Studies
and Director of the Graduate School

The role is open to academic members of staff at Grades 9 and 10 employed by the University within one of the schools of the faculty. The appointment is on a 0.5 fte secondment basis from 1 August 2016 until 31 July 2019. It is renewable for a further term of office by mutual consent.

A non-recurrent honorarium of £3k will be payable.

The secondment requires the agreement of the relevant Head of School and the successful candidate will be seconded on their existing grade and salary level.

Role Description

The Director of Postgraduate Research Studies (DPGRS) will be a senior academic who will play a key strategic and co-ordinating role in developing, promoting and delivering the vision for the Faculty’s Graduate School, in co-ordination with the Leeds Social Sciences Institute (LSSI) and the White Rose Social Sciences DTC/DTP and the White Rose College of the Arts and Humanities. S/he will also have formal responsibility for the quality assurance of research degree provision in the Faculty. Working closely with the team of school postgraduate research directors, s/he will take the lead in building a critical mass of research postgraduates in the Faculty and enhancing the quality of the training and supervision we offer.

The DPGRS will be responsible to the Dean of the Faculty, reporting to the Pro-Dean for Research and Innovation and the Dean for Postgraduate Research Studies on matters related to PGR and the DTC/DTP in particular, also working with the Pro-Dean for Student Education on matters relating to taught postgraduate programme strategy and provision as they relate to PGR provision. S/he will foster the alignment of PGR training with university research strategy and will encourage inter-disciplinarity within and beyond the social sciences as a member of the Leeds Social Sciences Institute (LSSI) Steering Group. More broadly, s/he will work with the Dean for PGR Studies and other Faculty Directors of PGR Studies to help to form and implement University strategy in this area.

S/he will take a leading role with respect to marketing strategy and scholarships for research degree students, the recruitment of high quality students to meet university aspirations, research training, monitoring the recruitment, progress, examination and completion of research degree students in liaison with Postgraduate Research and Operations (PRO) and the Graduate Board, with the overall aim of sharing best practice, co-ordinating and harmonising policies, procedures and practice in the support and development of graduate students, enhancing the PGR experience and improving completion rates.

The DPGRS will take a major role in the continued development and administration of the ESRC White Rose Doctoral Training Centre (DTC) and a subsequent ESRC White Rose Doctoral Training Partnership (DTP) due to commence in 2016/17, subject to a successful bid. Through the DTC/DTP the White Rose Universities provide high quality methods, subject-specific and skills training and supervision to social sciences doctoral students to meet the demands of the contemporary knowledge economy, enhancing the overall quality of the student experience for a wide range of students.
Main duties and responsibilities:

The Director will be responsible to Dean of ESSL for:

- Research degree strategy, provision and recruitment:
  - Leading the development of research degree strategy, provision and recruitment, in liaison with FMT, PGR tutors and administrators, Pro-Dean for Research and Innovation and Dean for Postgraduate Research Studies.
  - Taking forward the Faculty's strategic objectives for postgraduate research degree students, including their role in the research environment and preparations for research assessment exercises, marketing and student recruitment.
  - Liaison with the Pro-Dean for Student Education on PGT programme strategy and provision as related to PGR provision and on working with schools in relation to implementation and review of the Code of Practice relating to PGRs who teach
  - Membership of the Faculty Research and Innovation Committee and the Faculty Taught Student Education Committee.
  - Membership of LSSI Steering Group with a specific responsibility for the integration of PGR strategy and interdisciplinary research in the social sciences, working across School and Faculty boundaries.
  - Representing the Faculty both within and out with the University on issues relating to postgraduate matters as requested by the Pro Deans or Deans, including meetings with research councils, visitors, prospective postgraduate scholarship students etc.

- The Graduate School and its development:
  - Directing the Graduate School and overseeing and directing the work of the Graduate School Manager.
  - The development and marketing of the Graduate School, in liaison with the Faculty Marketing Manager.
  - Co-ordinating scholarship matters.
  - Integrating PGRs into the research culture of the Schools, Faculty and University.
  - Promoting and facilitating best practice in relation to postgraduate programmes and student support, including employability and supporting PGRs to maximise the impact of their work on academic and non-academic audiences.
  - Working with Schools to oversee the welfare and well being of graduate students, provision of appropriate pastoral support, ethical, legal and safety issues for graduate students and student representation on appropriate bodies.
  - Co-ordinating research skills training for PGRs in liaison with LSSI, Centre for Professional and Organisational Development and the Graduate Training and Support Centre.

- The Faculty Graduate School Committee, liaison with the university and the quality assurance of research degree provision:
  - Chairing the Faculty Graduate School Committee.
  - Representing the Faculty on the University’s Graduate Board, its sub-committees and the Postgraduate Tutors Forum, and at DPGRS Forum.
  - Ensuring the implementation and development of the Faculty's Code of Practice for Research Degree Candidatures.
  - Leading quality assurance reviews and ESRC recognition exercises.
  - Chairing the Faculty Scholarships and Awards Group, representing the Faculty on scholarships matters at University level.
  - Resolving informal complaints regarding postgraduate research students.
  - Representing the Faculty at Postgraduate Appeal cases and contributing to the determination of appeals from PGR students in other faculties.
Taking a leading role in the WR DTC/DTP Academic Quality Committee to ensure the successful establishment, running and development of the DTC/DTP, in particular:

- Overseeing and directing the work of the DTC/DTP Coordinator (for Leeds).
- Setting and monitoring milestones for the development of the DTC/DTP against its strategic objectives.
- Developing shared systems and processes for reporting, monitoring and improving the quality, coherence and alignment of training provision together with the student experience.
- Planning and overseeing shared DTC/DTP events and activities.
- Overseeing partnerships with other DTC/DTPs and DTU/CDTs.
- Liaising with social science colleagues across our institution to support and develop their role in the DTC/DTP.
- Liaising with WR and external organisations to raise funds for additional activities and studentships.
- Participating in decisions around the award of scholarships taking account of the ESRC steer and DTC/DTP priorities.
- Overseeing the marketing of the DTC/DTP studentships and monitoring progress against milestones and in relation to widening participation in particular.
- Working with students to review and strengthen the distinctiveness and excellence of the WR Social Science DTC/DTP experience.

KEY SKILLS

- **expertise and academic competence**: credibility and influence (externally and internally) through depth and breadth of expertise; ability to give professional support and direction to others; ability to seek, review and apply best practice from elsewhere;
- **intellect, creativity and judgement**: demonstration of original ideas; creative approach; encouragement of ideas, initiative and innovation in others; sound judgement, including ability to admit to own fallibility;
- **personal effectiveness/self management**: good time-management, ability to remain calm under pressure, flexibility, adaptability, commitment to own development;
- **leadership and vision**: clear vision; ability to secure commitment to vision; to initiate and manage change; to earn credibility; to inspire colleagues; to accept responsibility; integrity and fairness;
- **strategic thinking and planning**: ability to define and articulate strategy, priorities and imperatives; ability to understand strengths, weaknesses, opportunities, threats; long-term thinking; ability to take decisions on time, even in uncertain circumstances;
- **political/environmental awareness**: ability to take account of all 'stakeholder' requirements; to influence senior university managers; to network, understand and operate effectively within different 'political' environments;
- **managing**: management of practices and processes that facilitate and support high quality provision;
- **managing people**: ability to develop staff; to establish and communicate clear standards and expectations; to delegate effectively and appropriately; to make best use of skills; to give constructive feedback and respond to feedback from staff; to monitor performance; to acknowledge and reward good performance; to address poor performance; to build trust, good morale and teamwork; to secure commitment to staff through appropriate involvement and recognition implement equal opportunities principles and practices;
- **communication and interpersonal**: ability to negotiate, listen; effective oral and written communication, presentation and media skills; ability to act as an advocate; to promote and maintain relationships.
Application

Application is by submission of a statement of 2-3 pages addressing the requirements of the role and the Key Skills, together with an up-to-date CV, by email attachment to Sophie Akhtar in the ESSL HR Office (s.akhtar@leeds.ac.uk), no later than 10am on Monday 1st February, covering: a) your experience and expertise relevant to the role, and b) how you would foresee taking the role forward.

Informal enquiries to Professor Jeremy Higham, Dean of ESSL (j.j.s.higham@leeds.ac.uk or x37428).