

# **School of Social Sciences**

## **Director for Postgraduate Research Studies**

### **Core Post Objectives**

The postholder will be responsible for developing and achieving a strategy for Postgraduate Research (including skills training of Postgraduate Research students and postdoctoral researchers) in the School in accordance with the Faculty's overall strategy, and for providing leadership to academic and administrative colleagues within the School in the furtherance of the strategy.

Core objectives will be to:

- a) Enhance and promote the quality of SoSS Postgraduate Research (PGR), including oversight of skills training of PGR students and postdoctoral researchers.
- b) Promote a context within the School that values PGR.
- c) Advise HoS, SEG and SPRC on strategic matters concerning PGR studies
- d) Advise HoS, SEG and SPRC on PGR recruitment and admissions.
- e) Undertake other tasks/projects as may appropriately be devolved by the HoS in line with the School's Strategic Plan,
- f) Represent the HoS within the Faculty, University and elsewhere.

### **Term of Post**

Normally three years, at 0.4 FTE

### **Meetings**

- a) SoSS School Policy and Resources Committee
- b) SoSS School Executive Group
- c) SoSS PGR Committee – chair
- d) Faculty PGR Committee
- e) Faculty PGR Strategy Group
- f) SoSS Ethics Approvals advisory committee - chair
- g) SoSS Postgraduate Research Staff/Student Liaison Committee – chair
- h) Faculty Core Brief sessions

### **Annual events:**

- i) School Promotions Committee
- j) Faculty Conference
- k) School Away day
- l) Faculty PGR Away day
- m) Faculty/SoSS PGR Annual Performance Review
- n) SoSS Annual Budget and Planning meeting with Faculty
- o) Visits to School by Dean and President

### **Communication/Administrative Lines**

- Reporting to: Head of School; SEG; SPRC; School Board; Faculty PGR Committee/Associate Dean for postgraduate research
- Work closely with: the School's Directors of Teaching & Learning, Research and Social Responsibility and PGR directors in Discipline Areas

- Support from: SoSS PG office and PG Admissions Offices

## **Specific Responsibilities List**

### ***Strategy***

- Have a strategic overview of all PGR activities and to develop the School's strategic plan in this area.
- Advise the Head of School on the development and delivery of PGR strategy and targets.
- Taking a lead on strategic initiatives, policy solutions, new procedures etc. this includes everything from recruitment and admissions to progression procedures to funding to training, through e.g., Methods@Manchester, and much more.
- Work with colleagues in Liverpool and Lancaster to ensure the success of the DTC and its renewal.
- Work with DA PGR Directors to ensure that the portfolio of PGR programmes is regularly reviewed and revised to reflect pedagogic and subject developments as well as student demand.
- Dealing with student matters where the DA representatives cannot, e.g., student appeals about poor supervision.
- Taking a lead role in induction of PGR students and postdoctoral researchers.
- Work with other School Directors to ensure a coherent approach to Taught Programmes, PGR studies, Research and Social Responsibility.
- Input on PGR matters to the School's annual planning cycle.

### ***Recruitment***

- Advise on admissions targets, fees, retention, opportunities for increasing overseas students and increasing quality of student intake.
- Facilitate actions consistent with widening participation agenda.
- Take a lead - as appropriate - in school wide recruitment events.
- Liaise with SRAID on matters relating to Recruitment and Admissions.
- Facilitate applications for Faculty, University and external PGR funds
- Strategically deploy PGR funding to maximise the quality of recruitment.

### ***Innovation***

- Provide encouragement and support on the development of new programmes/pathways.
- Facilitate opportunities for development of inter-school/inter-disciplinary activities.

### ***Quality/Regulatory***

- Ensure that all programmes are devised and delivered in a manner that is in accordance with the University's academic regulatory framework.
- Formulate and implement quality assurance and enhancement policies and oversee periodic quality assurance procedures, including case reviews of non and late completers.
- Ensure a context and procedures that support action based on feedback from arriving and non-arriving students, and from sponsors, employers, and other relevant external stakeholders.
- Ensuring SoSS PGR activity and progression is properly measured, monitored and supported including:

- a) Chair ethical approvals meeting and sign of ethical approvals,
  - b) Monitor e-prog usages at school level; manage levels of non-compliance through DA directors/supervisors/students as appropriate.
  - c) Monitor submissions and completions, manage completion process through DA co-ordinators, supervisors and students as appropriate.
  - d) Pro-actively encourage student participation in the PRES, monitor the results therefrom and respond as appropriate.
  - e) In liaison with the schools management information officer monitor post PhD employment.
- Provide academic input when required concerning academic appeals, complaints and plagiarism.
  - Monitor, review and implement new policies, procedures and guidance issuing from the Faculty, University, RCUK and other bodies, that affect PGR provision in the School.
  - Sign off on the appointment of examiners for PhD vivas; liaising with supervisors and/or DA PGR directors as needs be.
  - Review external examiners reports, ensuring consideration of issues raised and taking action where necessary.
  - Sign off interruption and extension requests for individual students liaising with students, supervisors, DA PGR directors and/or faulty staff as needs be.
  - Sign off miscellaneous other paperwork: fieldwork requests, changes of thesis title, requests to submit an over length thesis, requests to submit a thesis by alternative format.

### ***Reporting/Communication***

- Act as liaison between University, Faculty, School and Discipline Areas on issues related to PGR matters.
- Participate in relevant Faculty Committees.
- Participate in SEG, SPRC and other governance/management bodies at School, Faculty and University level as a representative of SoSS.
- To receive and respond to items of student, supervisor and DA PGR director business.

### ***Other***

- Represent SoSS as Presenter at December Graduation

### **Reward and Recognition**

Director of Postgraduate Research Studies is a significant and demanding role requiring strategic and operational engagement. A significant workload allocation is attributed to this role, together with a one-semester period of research leave on completion of the role (that is in addition to the standard research leave entitlements accruing to all academic staff; again teaching replacement costs are covered by the School). The role of Director has been further recognised by School Promotions Committee as contributing ‘Service’ to the School and demonstrating a senior level of ‘Leadership’.

Non-pensionable salary enhancement of (currently): c.£5100.

Chris Orme  
December 2014