

Associate Dean for Postgraduate Research

Job Description / Person Specification

Reports to: The Vice Dean for Research and Innovation
Organisational Unit: Faculty of Biology, Medicine and Health

Overall Purpose

The Associate Dean will be responsible for building on and enhancing our excellent reputation in research through the outputs of our postgraduate research students and for ensuring that the Faculty of Biology, Medicine and Health (FBMH) recruits excellent research students and provides an excellent student experience, including outstanding research training.

The Associate Dean will interact extensively with the Vice Deans, Heads of School, School PGR Directors, Research Domain Directors, Division Heads, other Faculty Associate Deans and with the Director of Faculty Operations. There will also be University-wide responsibilities working with the Associate Deans from other Faculties.

The post will be for a period of three years in the first instance and will carry an honorarium. We expect that the postholder will carry out Associate Dean responsibilities in 2 days per week. The appointee will continue to hold their substantive appointment and will revert to this following the period of Associate Dean

Key Duties/Responsibilities

The key duties and responsibilities of the Associate Dean for Postgraduate Research will be:

- Work with the Associate Vice President Research (lead for Graduate Education) to ensure that the Faculty aligns with, and contributes to, the University postgraduate research strategy and its delivery
- Work collaboratively with all senior managers in the Faculty to develop KPIs and operational priorities that support the ambitions of the Faculty in relation to postgraduate research education, ensuring co-ordination with the research, business engagement, social responsibility and postgraduate taught strategies
- Further develop the Faculty's Doctoral Academy, which is responsible for the recruitment, progression and development of our PGR students, through the Doctoral Academy's Management Group and Research Degrees Panel
- Work collaboratively with Associate Deans in other Faculties through the Manchester Doctoral College to enhance the overall perception of the University as an exemplar for the education of graduates
- Represent the Faculty in developing and overseeing cross-Faculty interdisciplinary postgraduate training and supervision
- Identify innovative methods of attracting, recruiting and maintaining home and EU students, including developing CDT and DTP bids and effectively managing the Faculty's financial investment in PGR

- Build and maintain effective communications with international Sponsors and the University's International Recruitment Office to support a continued increase in international student numbers in support of the University's strategic aims
- Have overall responsibility for consistently high standards of delivery of education on postgraduate research programmes, in relation to recruitment, programme provision, quality assurance, progression monitoring and successful completion of studies
- Lead innovations which will enhance the quality of the student experience for PGR students
- Support ongoing training of both new and experienced supervisors to ensure the highest standards of student support are maintained
- Take a lead role in handling complaints and appeals from postgraduate students
- Where appropriate, act to influence developments across the wider UK/EU graduate education framework
- Work closely with the Centre for Academic and Researcher Development (CARD) particularly around the development of postgraduate researchers and their supervisors

Person Specification

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

Leadership and management

- A strong commitment to the goals and vision of the University
- Ability to create a sense of unity and common purpose
- Ability to implement and manage change effectively
- Someone who works well in teams and builds relationships at all levels
- Someone who accepts responsibility
- A clear vision of the goals of the University and Faculty in relation to Postgraduate Research
- Ability to effectively implement and manage change

Academic background

- A personal academic standing that commands the respect of colleagues
- A record of leadership and commitment to excellence in postgraduate research.
- An understanding of the strategic issues affecting postgraduate research within the Faculty, University, nationally and internationally.

Personal qualities

- A strategic thinker, who values consultation and collegiality
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener and influencer
- Someone who takes pleasure in the achievements of others
- An open, consultative management style