**Faculty of Humanities**

**Deputy Associate Dean, Postgraduate Research**

**Job Specification**

**Overall purpose:**

The post-holder will be responsible for promoting and delivering postgraduate research strategies (including researcher development) in the Faculty of Humanities in accordance with the University's overall strategy, and for providing leadership to colleagues in the furtherance of specific strands of these strategies. The person appointed will report to the Associate Dean for Postgraduate Research and will also work in close collaboration with School PGR Directors. Duties of the role will be assigned by the AD. It is the intention that the successful applicant will, amongst other duties, be assigneda specific duties for which they will be the prime faculty lead.

**Responsible to:**

Associate Dean for Postgraduate Research, Faculty of Humanities.

**Resources**:

The post will be for a period of two years in the first instance. The post will carry a 40% workload adjustment and an allowance of £5,000 per annum paid in addition to the post-holder’s salary for their substantive post. The person appointed will continue to hold their substantive appointment and will revert to this following their period as Deputy Associate Dean.

The PS and administrative support is provided by the Faculty Postgraduate Research.

**Key Duties and Responsibilities**

* To work with the Associate Dean for Postgraduate Research, School PGR Directors, appropriate PS staff, Heads of School as well as other appropriate individuals on the development of Faculty strategies for postgraduate research and the training of postgraduate research students, and to ensure that University and Faculty strategy is embedded in academic practice.
* To work with the Associate Dean for Postgraduate Research to develop, strategically align and promote researcher development and methods training provision within the Faculty and in relation to the inter-institutional doctoral training centres of which the Faculty forms a part. This involves the following:
  + chairing the Faculty PGR Training Strategy Group
  + directorship of Methods North West as part of the NWSSDTP
  + line management of the Director of methods@manchester
  + close collaboration with the Faculty Researcher Development Manager, the director of artsmethods and other stakeholders and providers of training and development relevant to PGRs.
* To consider, on behalf of the Associate Dean for PGR, applications for special permissions (including interruptions, extensions and word limit extensions).
* Working closely with the Associate Dean for PGR, PGR Directors and University central services (such as the University Legal Team, Occupational Health, the Counselling Service and Disability Advisory and Support Service) to develop and promote practice and policy to reduce the impact of extended PhD registration periods on PGR achievement and Faculty completion rates.
* To represent the Vice-President and Dean or the Associate Dean for PGR, within the University and externally.
* To undertake such other projects and tasks as may appropriately be devolved by the Associate Dean for PGR in furtherance of the Faculty’s strategic plans and objectives.

**Person Specification**

The post-holder must possess the following skills, knowledge and qualities:

* A clear vision for achievement of Postgraduate Research goals of the University and Faculty, as well as the current context in which the HE sector operates.
* A successful record of undertaking major academic administrative roles.
* Extensive experience of teaching postgraduate research students and supervising postgraduate research.
* Proven academic leadership and management skills.
* A significant profile in postgraduate research matters and an understanding of such issues across the range of the Faculty's academic disciplines.
* Excellent communication and interpersonal skills.

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