

Associate Dean for Postgraduate Research

Job Description / Person Specification

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

Context

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

The Associate Dean will interact extensively with the Vice Deans, Heads of School, School PGR Directors, Division Heads, other Faculty Associate Deans, and the Director of Faculty Operations, all in partnership with Professional Services. There will also be close working with the Associate Vice President (Research) who leads for PGR and oversees the University's Doctoral Academy and relevant Associate Deans from other Faculties. The Associate Dean will support the Vice Dean in the development and delivery of our research & innovation (R & I) strategy, especially pertaining to PGR, including associated aspects of research culture, equality, diversity and inclusivity.

The three-year post will carry an honorarium for the duration of the post. The post sits alongside the appointee's substantive appointment, which will continue during and after the AD PGR term. The time allocation for the AD PGR role is nominally expected to be 2 days per week.

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 PGR) to ensure that the Faculty aligns with, and contributes to, the University postgraduate research strategy and its delivery, including attendance at the Manchester Doctoral College Strategy Group
- Work collaboratively with all senior managers in the Faculty to develop operational priorities that support the ambitions of the Faculty in relation to PGR, ensuring co-ordination with the research, innovation, social responsibility and postgraduate taught strategies, including oversight of PGR student number planning and target setting
- Represent and lead for PGR at the Faculty R & I Board
- Oversee the Faculty's Doctoral Academy, which is responsible for the recruitment, progression and development of our PGRs, through the Doctoral Academy's Leadership Team 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, training and experience of PGRs

- Represent the Faculty in developing and overseeing cross-Faculty postgraduate training and supervision where appropriate
- Identify innovative methods of attracting and recruiting the most outstanding candidates, 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 PGR numbers in line with the University's strategic aims
- Have overall responsibility for consistently high standards of delivery on PGR programmes, in relation to recruitment, programme provision, quality assurance, progression monitoring and successful completion of studies
- Lead innovations which will enhance the quality of PGR experience
- Support ongoing training of both new and experienced supervisors to ensure the highest standards of PGR support are maintained
- Take a lead role in handling complaints and appeals from PGRs
- Where appropriate, act to influence developments across the wider UK and international graduate education framework
- Work closely with the Centre for Academic and Researcher Development (CARD) particularly around the development of PGRs and the continuous professional development of their supervisors
- Understand the influence of area of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction. Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Actively promote equality, diversity and inclusion within the remit of the role in accordance with University policies, procedures and mechanisms

Person Specification

We want to maximise our creativity in pursuing the Faculty's research and innovation and therefore welcome applications from across the full diversity of the Faculty's research-active staff. Candidates must be able demonstrate that they meet the following requirements.

Leadership and management

- A strong commitment to the goals and vision of the University and Faculty, particularly relating to R & I
- Ability to create a sense of unity and common purpose
- Evidence of successfully managing complexity, including the implementation of change where necessary, and of engaging staff, students and stakeholders through this process
- Evidence of effective staff development
- Evidence of working well in teams and having built effective relationships at all levels
- Evidence of having taken ownership and responsibility
- Experience of effective financial and strategic planning
- A clear vision of the goals of the University and Faculty in relation to PGR

- Ability to represent the Faculty nationally and internationally and protect, promote and enhance its interests

Academic Background and Experience

- A personal academic R & I standing that carries the respect of colleagues
- A clear 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
- Someone who takes pleasure in the achievements of others
- An open and consultative management style
- Someone with the confidence and courage to take on challenges and to be accountable for any decisions/risks taken.
- A personal commitment to promoting and improving our creativity by ensuring full equality, diversity and inclusion
- A personal commitment to promoting and improving our sustainability