

Faculty of Humanities

Associate Dean Postgraduate Research

Overall purpose: The post-holder will be responsible for leading the development and implementation of the strategy for postgraduate research in the Faculty of Humanities in accordance with the University's overall strategy, and for providing leadership to academic and administrative colleagues in the furtherance of the strategy.

The post-holder will work closely with School PGR Directors, the University's AVP with responsibility for Postgraduate Research and, through the RCUK-funded partnerships, with external partners to deliver the Faculty's goals. The post-holder will be a member of the Dean's Advisory Group and will interact extensively with the other Vice- and Associate Deans, Heads of Schools and Heads of Faculty Functions.

As a member of the Manchester Doctoral College, the person appointed will play a substantial role in the development of doctoral education across the University. The post-holder will have a significant role in working with partner universities and the research councils to lead on the development of doctoral training partnerships (the ESRC North West Doctoral Training Centre and the AHRC North West Consortium Doctoral Training Partnership).

The post will be for a period of 3 years in the first instance. The post will carry a 60% workload adjustment and an allowance of £9,000 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 Associate Dean.

Responsible to: Deputy Dean & Vice-Dean Research (Faculty of Humanities)

Responsible for: In collaboration with the Head of Postgraduate Research Support Services, the work of the Faculty Postgraduate Research Office.

Supported by: The Deputy Associate Dean for Postgraduate Research, other appointments made in connection with the delivery of AHRC and ESRC doctoral training provision, and the Faculty Postgraduate Research Office.

Key Duties and Responsibilities

- To lead on the development and implementation of the Faculty of Humanities' Postgraduate Strategy, and to ensure that this Faculty strategy and the University strategy is embedded in academic practice, working in conjunction with the appropriate members of the Faculty Senior management Team and coordinating the activities of PGR Directors and administrators.

- To work with the Associate Vice-President (Research) and the Associate Deans PGR of the other two Faculties to understand the international and UK context of PGR activity and to contribute towards the University of Manchester's strategic research ambitions.
- To work with the Head of the Faculty Postgraduate Research Office to provide overall direction for the Postgraduate Research and the Researcher Development Teams to ensure that PSS operational priorities effectively support the implementation of the University and Faculty strategies for postgraduate research.
- To oversee and contribute to the development of training provision for postgraduate research students, supervisor training for academic staff and TA training (including chairing the Faculty TA Training Policy Implementation Group). In particular, to work in close collaboration with the Methods@Manchester and ArtsMethods@Manchester teams to ensure that high quality and appropriate training continues to be delivered at PGR levels.
- To provide effective leadership for, and ensure the ongoing success of, the ESRC NWSSDTP and the AHRC NWCDTP by working with colleagues in the University and in partner universities
- To line manage the Deputy Associate Dean for Postgraduate Research and the Director of the AHRC NWCDTP,
- To ensure effective leadership of Methods Northwest.
- To ensure effective quality assurance that is in accordance with the University's academic regulatory framework, including chairing annual monitoring meetings and conducting school PGR Reviews on a six-year cycle.
- To chair Faculty decision-making, consultative and communication fora relating to postgraduate research and the training of postgraduate research students, including the PGR Training Strategy Group.
- To work with Faculty officers to devise local strategies for postgraduate research student recruitment, including funding strategies.
- To ensure a consistent approach to decision-making in respect of special permissions and to deal with PGR appeals and complaints as appropriate.
- To ensure that postgraduate research student representation is effective.
- To represent the Vice-President and Dean within the University and externally.
- To undertake such other tasks as may appropriately be devolved by the Vice-President and Dean in furtherance of the Faculty strategic plans and objectives.

Person Specification

The postholder must possess the following skills, knowledge and qualities:

- A clear vision for the achievement of the Postgraduate Research strategic goals of the University and Faculty.
- A successful record of undertaking major academic administrative roles and evidence of leadership and management skills.
- A strong research record, including experience of supervising postgraduate research.
- Excellent communication and interpersonal skills.

Revised November 2016