**Deputy Director of the North West Consortium Doctoral Training Partnership (NWCDTP)**

The Faculty of Humanities is seeking to appoint an Academic Deputy Director to deputise for the Director of the AHRC-funded North West Consortium Doctoral Training Partnership during the first semester of 2016/17 to enable the Director to take a period of study leave.

The position is for four months, starting 1 August 2016 until 31 January 2017, and carries a 20 per cent buy-out.

Informal discussions about the post can be had with Professor Maja Zehfuss, Associate Dean for Postgraduate Research, Faculty of Humanities (Maja.Zehfuss@manchester.ac.uk) and Professor Stuart Jones, Director of the NWCDTP (stuart.jones@manchester.ac.uk)

Applications are invited in the form of a brief curriculum vitae plus a supporting letter demonstrating how you meet the person specification and how you would undertake the duties and responsibilities attached to the post.  Please send your application to Carole Arrowsmith (Carole.arrowsmith@manchester.ac.uk).

The full bid document setting out the vision and plans of the NWCDTP is available to interested applicants upon request from Carole Arrowsmith. More information on the consortium could be found at: [www.nwcdtp.ac.uk](http://www.nwcdtp.ac.uk).

The closing date is **Monday 18 April 2016***. (Please note the interviews will take place during the first week of May)*

**Context**

The North West Consortium Doctoral Training Partnership (NWCDTP) is established as one of 11 AHRC-funded DTPs across the UK; it has been awarded around 200 studentships over a five-year period (2014-2019). It brings together Keele University, Lancaster University, the University of Liverpool, the University of Manchester, Manchester Metropolitan University, the Royal Northern College of Music and Salford University.

The NWCDTP is establishing itself as a centre of excellence for doctoral training in the arts and humanities. DTP PGRs are active partners in shaping their own training and development as researchers and future leaders. They enjoy access to outstanding resources and training provision within a collegial environment supporting them to produce excellent research, contribute to a world class research environment and engage in mutually beneficial knowledge exchange relationships. The NWCDTP is also working with an expanding network of cultural partners (currently the BBC, FACT, FutureEverything, Home, the Museum of Science and Industry, Tate Liverpool, Opera North, The National Football Museum and Staffordshire and Stoke on Trent Archives & Heritage Service), to provide researcher development opportunities, support placements and international exchanges for its PGRs.

As the lead institution, the University of Manchester provides the NWCDTP Director, who is supported by PSS in the Faculty of Humanities PGR Office.

The current NWCDTP Director is due a period of study leave. Therefore the Faculty is seeking a deputy Director to support the Director in the day-to-day running of the DTP during this time. The Director will continue to provide strategic direction and will manage the Deputy Director.

Overall purpose:

To support the Director in running day-to-day activities for the NWCDTP and to deputise for him in his absence.

Reporting and governance

The NWCDTP Deputy Director will be responsible to the Dean of the Faculty of Humanities and the NWCDTP Strategy Board. On operational matters, s/he will report to the NWCDTP Director. S/he will chair the NWCDTP Academic Management Committee (AMC), and the Training, Employability and Knowledge Exchange Panel (TEKE).

Key roles and responsibilities:

* To work with colleagues at all NWCDTP institutions to develop the NWCDTP activities in line with the vision articulated to the AHRC and ensure its success
* To have delegated authority for the administration and operational management of the NWCDTP
* To lead on and prepare the AHRC Annual Report on behalf of the DTP for January 2017.
* To oversee the delivery of NWCDTP objectives through the pathways
* To chair the Academic Management Committee (AMC), which is scheduled to meet in October 2016 and January 2017. This oversees the implementation and development of NWCDTP aims and objectives and, for example: receives, discusses and responds to reports from both the NWCDTP Director and subject Pathway Leaders; develops processes to share good practice across the consortium; oversees the quality assurance of studentship allocation and PGR training; considers student feedback; and monitors the development of pathways.
* To report to the Strategy Board (scheduled for November 2016) on behalf of the AMC
* To convene a Pathway Leader Forum (planned for December 2016) on behalf of the AMC
* To chair the Training, Employment and Knowledge Exchange (TEKE) Panel, which has is responsible for the development of the NWCDTP’s training programme. This is scheduled to meet in October 2016 and January 2017
* To oversee the allocation of resources to support students’ research and development through the NWCDTP’s three internal funding competitions: the Cohort Development Fund, the Student Development Fund, and the Travel/Fieldwork Fund
* To oversee and advise the NWCDTP administrator, and student organising committee in organising the annual DTP conference which will take place in October 2016
* To act as primary liaison between the NWCDTP, its governance structure, its constituent pathways and its non-HEI partners.

# PERSON SPECIFICATION

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

#### Academic grounding

* A personal record of excellent research and doctoral supervision in the arts and humanities

**Organisational leadership**

S/he will be expected to:

* Have a clear vision for the delivery of excellent PGR training through the DTP
* Demonstrate a strong commitment to the goals and vision of the NWCDTP and the strategic ability to achieve its objectives
* Be aware of the wider context of PGR education nationally
* Foster a sense of collegiality
* Actively work to build effective working relationships across the NWCDTP partner institutions

#### Personal qualities

S/he will be expected to:

* Think and act strategically, including flexible adaptation to new opportunities as they arise.
* Be an effective communicator and be proactive in advocating the value and role of PGR training and DTPs in and beyond the NWCDTP.
* Be able to work with and take account of the different strengths and needs of all the partners constituting the NWCDTP
* Build effective partnerships inside and outside the NWCDTP, influencing a range of stakeholders (including academics, PGRs, cultural partners).
* Be well organised and skilled in project management and delivery against agreed milestones.

#### Experience

* A proven track record in a leadership role, preferably in PGR training and/or management.