**Faculty of Humanities**

**School of** Click here to enter text.

**Director of Postgraduate Research**

**Overall purpose:**

The School’s Director of Postgraduate Research (PGR) is responsible for developing and achieving a School PGR strategy in accordance with the Faculty’s and University’s overall strategy, and for providing leadership to colleagues in support of the strategy.

The post holder will be the School lead in this area and, as a member of the School Management Team (SMT), will work with other members and the Faculty’s Associate Dean for PGR to deliver the School’s contribution to this agenda.

The post holder will interact extensively with other SMT members, including Heads of Division/Department and Directors of other School Functions as well as PSS staff within the School and Faculty PGR offices.

**Responsible to**: Head of School with secondary “dotted line” professional accountability to the Associate Dean for PGR.

**Key Duties and Responsibilities**

Directors will work in collaboration with Faculty PGR Office, the Associate Dean for PGR and relevant Assistant Associate Deans, as well as staff within their School.

* To lead on the development and implementation of the School’s Postgraduate Strategy, and to ensure that Faculty strategy and the University strategy is embedded in academic practice, working in conjunction with the appropriate members of the School SMT.
* To contribute to the development of training provision for postgraduate research students, supervisor training for academic staff and TA training.
* To ensure quality supervision across the School and initiate practice that enhances PGR satisfaction and achievement.
* To ensure effective quality assurance in the School that is in accordance with the University’s academic regulatory framework and Faculty policy,
* To work with the School PGR Administrator to provide overall direction for the School PGR team to ensure that PSS operational priorities effectively support the implementation of University, Faculty and School strategies for postgraduate research.
* 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.
* Working with other school PGR Directors across the Faculty to contribute to and implement Faculty-led PGR projects.
* Where appropriate, to deputise for the Faculty Associate Dean for PGR.
* To ensure that postgraduate research student representation is effective.

**Person Specification**

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

* A clear vision for the achievement within the School of the Postgraduate Research strategic goals of the University and Faculty.
* Ideally, a successful record of undertaking academic administrative roles at School level.
* Proven academic leadership and management skills or the demonstrable potential and willingness to develop them.
* The ability to represent the School in an effective manner at Faculty level fora.
* A strong research record, including experience of supervising postgraduate research.
* Excellent communication and interpersonal skills.