

ROLE DESCRIPTION

Vacancy reference:	SRF34536
Post Title:	Dean of Postgraduate Research Studies and Researcher Development
Grade:	9 / Professorial appointment
School/Department:	Vice Chancellors Office
Reports to:	Pro-Vice Chancellor Research & Innovation
Responsible for:	Director of Graduate School Services, Joint Heads of Doctoral Skills Training & Development, Joint Heads of the Doctoral Research Office, Doctoral Examinations Officer

Purpose

To provide academic leadership and coordination of Postgraduate Research Studies and Researcher Development at the University and to play a leading role in the recruitment of new research students.

Main duties and responsibilities

- To lead the University of Reading Graduate School, and develop a vision for the development of PGR and Early Career Researchers at the University for the next decade
- To raise the visibility of, an investment in, the University's Postgraduate Research (PGR) students and Early Career Researchers, both internally (including with the Leadership Group and UEB) and externally.
- To work with Research Councils on policy and funding matters relating to research students
- To play a proactive role in the establishment of Doctoral Training Partnerships (DTPs) and Centres for Doctoral Training (DTCs) and supporting their leadership to achieve their objective.
- To ensure delivery of a broad portfolio of high-quality training by the Joint Heads of Doctoral Skills Training & Development, as well as at School and Departmental level, which is subject to regular robust evaluation and review and is well aligned with national developments
- To drive and contribute to initiatives supporting the recruitment of PGR students across the University
- To provide expertise and a coordinating role on all matters relating to research students across the University
- To engage regularly with PGR students and Early Career Researchers, and to undertake delivery of some formal development/information sessions, where appropriate
- To fulfil an academic advisory role in relation to School and Departmental Directors of Postgraduate Research Studies and, where appropriate, supervisors of doctoral students
- To lead efforts to enhance the PGR Student Experience, and to ensure an effective response to PGR student feedback
- To manage the budget for postgraduate research training and studentships, and advise on the strategic use of such funding, in consultation with the Committee on Researcher Development and PGR Studies.
- To lead the implementation of the Researcher Development Concordat across the University
- To chair the University Committee on Researcher Development & PGR Studies and ensure effective communication with other appropriate committees / boards and key figures within the University
- To champion all aspects of equality, diversity and inclusion amongst PGR students and ECRs

Supervision received

The Dean will report to the PVC (Research & Innovation) and will also be tasked with actions and held accountable by the University Board for Research and Innovation, and the University Board for Teaching and Learning.

Supervision given

The Dean will directly supervise the Director of Graduate School Services, the Joint Heads of Doctoral Skills Training & Development, the Joint Heads of the Doctoral Research Office, the Doctoral Examinations Officer, and maintain an overview of other staff matters within the Graduate School.

Contact

The Dean will have wide-ranging contacts and build strong relationships with relevant members of the Leadership Group (including UEB), School and Department Directors of PGR Studies, and other relevant staff in professional services.

Terms and conditions

Appointment will be for period of six years from 1 August 2021 to 31 July 2027. This is a full time-role and internal appointments will receive an honorarium of £8,250 per annum (pro-rata if appointment(s) made on a part time/job share basis) for the duration of the secondment period.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Dean of Postgraduate Research Studies and Researcher Development	VC Office

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to articulate strategic direction and vision and how this can be achieved. • Ability to influence and communicate University strategic priorities in a clear, consistent and effective way • Ability to secure change by influence and persuasion rather than instruction • Ability to consult extensively and then be decisive regarding research-related policy and decisions • Ability to work with colleagues at all levels across the University and external bodies • Ability to support and develop working cultures that encourages the pursuit of innovation 	<ul style="list-style-type: none"> • Experience of supervision of Post-graduate Researchers (PGRs) and/or Postdoctoral Researchers
Attainment	<ul style="list-style-type: none"> • A distinguished international research reputation 	<ul style="list-style-type: none"> • Current or past membership of research-related committees/boards external to the University of Reading, such as those of RCUK • Leadership and management development programmes or qualifications • Current or past involvement in leadership of DTPs or CDTs.
Knowledge	<ul style="list-style-type: none"> • Understanding of the national postgraduate training and funding landscape, and developments in key funders' strategies for 	<ul style="list-style-type: none"> • Knowledge and working application of the University's Leadership Framework – the 3Rs

	<p>PGR training</p> <ul style="list-style-type: none"> • Understanding of the Researcher Development Concordat 	
Relevant Experience	<ul style="list-style-type: none"> • Substantial experience in a leadership role • Substantial experience in a managerial role involving line management • Substantial Experience of PGR Supervision 	<ul style="list-style-type: none"> • Head of School • School Director of Postgraduate Research Studies
Disposition	<ul style="list-style-type: none"> • To be fully committed to the research success of the University as a whole • To be fully committed to the development of PGR students and Early Career Researchers • Role model of University Values and Behaviours 	
Other	<ul style="list-style-type: none"> • A commitment to continuous professional and personal development 	

Completed by: PVC Research & Innovation	Date: 16 October 2020
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