



### Job description

|                         |   |
|-------------------------|---|
| <b>Job Title:</b>       | Director of Research Training               |
| <b>Responsible to:</b>  | Dean of Postgraduate Research and Education |
| <b>Responsible for:</b> | Not applicable                              |
| <b>Appraisal by:</b>    | Dean of Postgraduate Research and Education |

### Purpose of the post

The Director of Research Training is an important leadership post within the University, working closely with the Dean of Postgraduate Research and Education. The primary purpose of the role is to ensure that the University provides a skills and professional development programme for its research students and contract researchers that supports students in being successful in their research degree programme, and provides research students and contract researchers with skills and attributes that will support their ongoing personal and professional. The Director of Research Training also plays a critical role in ensuring that the University's skills development programme for research students and contract researchers is aligned with key external benchmarks (for example those established by research councils, Vitae and QAA), and that this programme supports the University in gaining externally-funded Doctoral Training Centres.

The post is a 60% appointment, with 20% of the post-holder's time allocated to continuing to supervise doctoral students and, where appropriate, delivering master's teaching and 20% to maintaining and developing their research career. S/he is expected to be eligible for submission to the REF as part of the contractual requirements of this post.

The appointment of the Director of Research Training is governed by Ordinance 8, as the role is a deputy to the Dean of Postgraduate Research and Education.

### Duties of the post

1. To provide an institutional academic lead for the development and implementation of skills and development opportunities for research students and contract researchers.
2. To ensure that the University's skills and professional development programme for research students and contract researchers both supports achievement of the University's strategic objectives, and is consistent with the expectations of key external stakeholders (for example research councils, QAA).
3. To support the Dean in the delivery of Essex Doctoral Training Centres (and future RCUK DTC bids), ensuring that training requirements are adequately delivered.
4. To liaise with Executive Deans and Deputy Deans (Education), to ensure that the development of the University's skills and professional development programme for research students and contract researchers is aligned with the needs of research students and researchers in academic departments.
5. To take the lead on the further development and enhancement of Proficio.
  - a. Maintaining quality assurance of courses.
  - b. Ensuring that there is a sufficient breadth of courses across faculties.

- c. Ensuring courses remain relevant and at the forefront of doctoral training.
  - d. Ensuring that course development is responsive to training identified as necessary by students and supervisors.
  - e. Overseeing Proficio content and communications with students and staff.
  - f. Monitoring and evaluating the success of Proficio, reporting to the University Education Committee.
6. To chair the Proficio Management Group.
  7. To support the further development and enhancement of advanced-level CPD provision.
  8. To liaise with colleagues in Learning and Development to ensure continued development of their research training programme.
  9. To take the lead on the annual Training Needs Analysis undertaken by research students, and develop any additional structures necessary to support the identification and delivery of training needs.
  10. To work with colleagues in the Employability and Careers Centre to ensure that the employability needs of research students are met.
  11. To represent the Research Team and research students at relevant meetings and promote and advocate the development of doctoral skills training and professional development opportunities.
  12. To be a member or chair, as agreed with the Dean, of ad hoc task and finish groups, periodic reviews, and departmental review panels.
  13. To work closely with and support the Dean of Postgraduate Research and Education and to negotiate and agree annually a reasonable share of duties with the Dean.
  14. To deputise for the Dean of Postgraduate Research and Education as appropriate.
  15. To undertake other such duties as may be assigned from time to time by the Dean of Postgraduate Research and Education or his/her nominee.

### Key relationships and contacts

The Director of Research Training's key internal relationships are with the Pro-Vice-Chancellor - Education, the Pro-Vice-Chancellor - Research, the Executive Deans, the Deputy Deans (Education). They also work closely with a wide range of Professional Services, particularly but not exclusively the Academic Section; Communications and External Relations; Learning and Development; and the Research and Enterprise Office.

The Director of Research Training works closely with the Dean of the Postgraduate Research and Education, other principal officers, Heads of Departments and Graduate Directors across the three faculties. The role is directly supported by the Assistant Education Manager (Postgraduate Research and Education) in the Academic Section.

The Director of Research Training will also represent the University nationally and internationally to a wide range of key stakeholders.

### Person specification

| Qualifications/Training   | Essential | Desirable |
|---|-----------|-----------|
| <ul style="list-style-type: none"> <li>▪ The academic standing within the University to gain and retain academic credibility within the University's academic community.</li> </ul> | X         |           |

| <b>Experience/Knowledge</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| <ul style="list-style-type: none"> <li>▪ Knowledge of the key issues and challenges in higher education, nationally and internationally.</li> </ul>   | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Experience of successful supervision of research students to successful completion.</li> </ul>   | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Significant experience in a leadership position within an academic department or faculty.</li> </ul>   |                  | <b>X</b>         |
| <ul style="list-style-type: none"> <li>▪ Experience of managing effectively one or more programmes within their department, or of other significant management responsibilities for educational provision at departmental or faculty level.</li> </ul>  | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Knowledge and experience of the expectations of one or more research councils in relation to advanced research training.</li> </ul>  | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Knowledge and experience of the University's policies and procedures for assuring academic quality and standards.</li> </ul>   | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Experience of chairing meetings.</li> </ul>  |                  | <b>X</b>         |
| <b>Skills/Abilities</b>   | <b>Essential</b> | <b>Desirable</b> |
| <ul style="list-style-type: none"> <li>▪ Significant experience in a leadership position within an academic department or faculty.</li> </ul>   |                  | <b>X</b>         |
| <ul style="list-style-type: none"> <li>▪ Well-developed analytical and problem solving skills.</li> </ul>   | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ Strong communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues and members of professional support services in order to achieve strategic objectives by working with and through others.</li> </ul> | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ The ability to establish positive and effective working relationships with colleagues at all levels of the University and its partner institutions.</li> </ul>   | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ A strong commitment to the University's mission of delivering excellence in both education and research, and to fostering and promoting the links between these two areas of activity.</li> </ul>  | <b>X</b>         |                  |
| <ul style="list-style-type: none"> <li>▪ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan.</li> </ul>  | <b>X</b>         |                  |
| <b>Other</b>  | <b>Essential</b> | <b>Desirable</b> |
| <ul style="list-style-type: none"> <li>▪ Willingness to travel within the eastern region, the UK and overseas.</li> </ul>   | <b>X</b>         |                  |

