



Job description

Job Title:	Dean of Postgraduate Research and Education
Responsible to:	Pro-Vice-Chancellor – Education
Responsible for:	Director of Research Training
Appraisal by:	Pro-Vice-Chancellor - Education

Purpose of the post

The Dean of Postgraduate Research and Education is a senior academic leadership post within the University. S/he works closely with the Pro-Vice-Chancellor – Education (who line manages the post) to support the development and delivery of institutional strategy and policy for postgraduate education (taught and research degree provision). S/he provides strategic leadership for postgraduate education within the University, working closely with colleagues in faculties, departments and Professional Services to promote and support the delivery of a transformational educational experience for all the University’s postgraduate students. The post also involves representing the University internally and externally on postgraduate matters, and the post-holder will be expected to develop national and international networks that will support the University in achieving its strategic objectives for postgraduate education.

The post is a full-time appointment, with 20% of the Dean’s time allocated to maintaining and developing their research career and 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 Dean of Postgraduate Research and Education is governed by Ordinance 8.

Duties of the post

Postgraduate strategy and the student experience

1. To support the Pro-Vice-Chancellors for Education and Research in the development and implementation of institutional strategy and policy relating to postgraduate education.
2. To serve on Education Committee (and relevant sub-committees), Research Committee and Senate, acting as a champion and an advocate for postgraduate issues and ensuring effective joint working on postgraduate issues across the three senior academic committees of the University
3. To represent and advocate postgraduate research and education as a member of other University committees, as agreed with the PVC - Education.
4. To work closely with the Students’ Union to develop and enhance the effectiveness of the University’s approach to engaging postgraduate students in the management of postgraduate provision.
5. To foster renewal and development of the University's postgraduate portfolio, working with the Faculty Executive and Deputy Deans to ensure that this portfolio is balanced, viable and intellectually challenging.
6. To work with the PVCs, Executive Deans and Faculty Deputy Deans (Education) to enhance the postgraduate student experience through strategic leadership of the following areas:
 - a. Recruitment and funding.

- b. Programme development and enhancement.
 - c. Assessment and examination.
 - d. Skills and professional development.
 - e. Facilities and research resources.
7. To support the development of University strategy and policy relating to education (for example serving on and/or chairing task and finish groups), as directed by the PVC - Education.

External engagement

- 8. To be responsible for the strategic management and monitoring of Research Council studentships bids and awards, including being the institutional lead for externally funded Doctoral Training Centres (DTCs) and Director of the University's ESRC DTC (which includes responsibility for management of this DTC and chairing its Management Board).
- 9. To represent the University nationally and internationally in relation to postgraduate issues, raising the profile and reputation of the University and influencing national and international policies and agendas in this area on behalf of the University.
- 10. To evaluate and, as appropriate, co-ordinate the University's response to, external initiatives affecting postgraduate provision, including the research councils' policies on postgraduate funding and training, and the QAA.
- 11. To chair, as requested by the Pro-Vice-Chancellor – Education in liaison with the relevant Executive Dean(s), relevant groups and panels relating to the implementation of successful DTC bids.

Internal engagement

- 12. To chair DTC selection panels and management meetings.
- 13. To chair meetings of the University's Graduate Directors.
- 14. To promote effective partnership working across all parts of the University (academic departments, faculties and Professional Services) involved in delivering or supporting postgraduate education, in order to maximise the benefit to students of the resources deployed by the University to deliver and support postgraduate education. This will include chairing the University's Postgraduate Network.

Operational responsibilities

- 15. To be responsible for the development and effective implementation of the University's Code of Practice for Research Degrees (working closely with the chairs of Faculty Education Committees), to ensure that academic standards of such degrees are assured and the quality of learning opportunities for research students are both assured and enhanced.
- 16. To be responsible for the development and oversight of policy and procedures for postgraduate programmes, including the University-wide credit framework and rules of assessment (working closely with the chairs of Faculty Education Committees).
- 17. To oversee various scholarship selection processes, including certain Research Council Studentship awards and other scholarships funded and/or administered by the University.
- 18. To support the Executive Deans with the approval of the recommendations from departmental Research Student Progress Committees on the progress of individual research students and to be responsible for University-level monitoring and reporting.
- 19. To support the Executive Deans with the review of taught postgraduate and graduate credit framework and rules of assessment, and to make recommendations for any changes to the Chair of Education Committee.

20. To support the Executive Deans with the scrutiny and approval of assessment and examination matters relating to research degrees, including the appointment of research degree examiners and the review and approval of examiners' recommendations and to be responsible for University-level monitoring and reporting.
21. To be a member or chair, as appropriate, of ad hoc working parties, periodic reviews, validation events and departmental review panels.

Other duties

22. To line manage, support and work closely with the Director of Research Training.
23. To be a member of selection committees as requested by the PVCs and/or Executive Deans.
24. To undertake other such duties as may be assigned from time to time by the PVC – Education or his/her nominee.

Key relationships and contacts

The Dean is a member of Senate, Research Committee, Education Committee, Academic Quality and Standards Committee and Student Experience Committee. They also sit on Partnerships Education Committee, the UCS Joint Academic Committee and the UCS Research Degree Sub-Committee.

The Dean'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; and the Research and Enterprise Office.

The Dean 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"> ▪ The academic standing within the University to gain and retain academic credibility within the University's academic community. 	X	
Experience/Knowledge	Essential	Desirable
<ul style="list-style-type: none"> ▪ Knowledge of the key issues and challenges in higher education, nationally and internationally. 	X	
<ul style="list-style-type: none"> ▪ Experience of successful supervision of research students to successful completion. 	X	
<ul style="list-style-type: none"> ▪ Substantial experience in a leadership position within an academic department or faculty. 	X	
<ul style="list-style-type: none"> ▪ 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. 	X	
<ul style="list-style-type: none"> ▪ Knowledge and experience of the University's policies and procedures for assuring academic quality and standards. 	X	

<ul style="list-style-type: none"> ▪ Knowledge and experience of the University's policies and processes as they relate to the management of student casework. 	X	
<ul style="list-style-type: none"> ▪ Experience of chairing meetings. 	X	
Skills/Abilities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Substantial experience in a leadership position within an academic department or faculty. 	X	
<ul style="list-style-type: none"> ▪ Well-developed analytical and problem solving skills. 	X	
<ul style="list-style-type: none"> ▪ 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. 	X	
<ul style="list-style-type: none"> ▪ The ability to establish positive and effective working relationships with colleagues at all levels of the University and its partner institutions. 	X	
<ul style="list-style-type: none"> ▪ 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. 	X	
<ul style="list-style-type: none"> ▪ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan. 	X	
Other	Essential	Desirable
<ul style="list-style-type: none"> ▪ Willingness to travel within the eastern region, the UK and overseas. 	X	

April 2014
S/14/24