

## 1 Advertisement

**Post Title:** Research Degrees Manager

**School/department:** Doctoral School, Research & Enterprise Services

**Hours:** Full-time (1.0 FTE / 37.5 hrs per week). Requests for flexible working options will be considered (subject to business need).

**Location:** Falmer House, University of Sussex, Brighton / Hybrid

**Contract:** Permanent

**Reference:** 21369

**Salary:** starting at £37,099 to £44,269 per annum, pro rata part-time

**Placed on:** 21 August 2023

**Closing date:** 24 September 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** 05 October 2023

**Expected start date:** To be confirmed

This is an exciting time to join the Doctoral School, as we move through a period of review and renewal, and as we expand capacity in our team in order to support service delivery and underpin the pursuit of our strategic objectives.

You will take on this new, cross-cutting role, working with colleagues across the University to develop a high-compliance culture in the postgraduate research (PGR) space, in order to underpin a consistently high-quality PGR experience.

Working closely with the Heads of the Doctoral School and Student Administration, together with colleagues in other key professional services and academic roles, you will take the lead on PGR quality assurance, policy and governance business, including:

- providing information, advice and guidance on all matters relating to PGR quality assurance to ensure regulatory compliance;
- monitoring adherence to institutional and regulatory standards, assessing risks, and promoting good practice;
- leading and/or advising on the development of policy, programmes and partnerships;
- managing the Doctoral School's governance entities, and the University's portfolio of PGR programmes.

Prior to 08 September, informal enquiries should be directed to Susanna Broom (Head of the Doctoral School; [s.broom@sussex.ac.uk](mailto:s.broom@sussex.ac.uk)).

From 08 September, enquires should be directed to Helen Basterra (Head of Student Administration; [h.basterra@sussex.ac.uk](mailto:h.basterra@sussex.ac.uk)).

*The University of Sussex values the diversity of its staff and students and we welcome*

*applicants from all backgrounds.*

## **2. The School / Division**

Please find further information regarding the school/division at <http://www.sussex.ac.uk/staff/research/>.

## **3. Job Description**

<b>Job Title:</b>	Research Degrees Manager
<b>Department:</b>	Research & Enterprise Services
<b>Section/Unit/School:</b>	Doctoral School
<b>Location:</b>	Falmer House / Hybrid
<b>Grade:</b>	G7
<b>Responsible to:</b>	Head of the Doctoral School
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	Dean of the Doctoral School; Head of Academic Quality & Partnerships; Academic Regulations Manager; Directors of Doctoral Studies.
<b>Role description:</b>	To lead PGR quality assurance, policy and governance business; work across institutional boundaries to advise, influence and persuade within the remit of the role; and play a critical role in engendering high-compliance culture in the PGR space, ensuring regulatory compliance and underpinning a consistently high-quality PGR experience.

### **PRINCIPAL ACCOUNTABILITIES**

- Provide information, advice and guidance on all matters relating to PGR quality assurance, policy and governance to ensure regulatory compliance and underpin a consistently high-quality PGR experience.
- Monitor adherence to institutional and regulatory standards, assess risks, promote good practice, and establish and monitor appropriate metrics for measuring quality and success.
- Ensure the efficient and effective running of the Doctoral School's governance structure.
- Manage the University's portfolio of PGR programmes, including leading on programme and partnership development, and providing advice and supporting data for funding bids within the role's area of responsibility.

- Via active cross-sector engagement, maintain a good understanding of sector priorities and trends in order to ensure that the University tracks – and where possible leads – sector best practice.

## **KEY RESPONSIBILITIES**

- Be the institutional subject matter expert in the area of PGR quality assurance, policy and governance, providing advice and guidance at all levels of the institution.
- Work with stakeholders across the University to promote a culture of compliance and best practice in PGR quality assurance, policy and governance.
- In collaboration with the Academic Regulations Manager, ensure all University PGR policies are in line with legislation and regulatory guidance and compliant with the UK QAA Quality Code for Research Degrees; track sector best practice; lead on policy development; and advise on the development of procedures and record-keeping.
- Lead and coordinate quality monitoring and enhancement processes, reports and plans for PGR programmes, including the establishment of a cycle of periodic review.
- Manage the institutional portfolio of PGR programmes, including an annual review and the approval process for new programmes.
- Provide high-level advice and support in the development and implementation of collaborative research programmes and partnerships – including complex multi-institutional and transnational education arrangements – to ensure compliance with University Regulations and Policy, and that appropriate quality monitoring and enhancement processes are in place.
- Oversee the Doctoral School governance structure, including managing the annual cycle of business, providing secretarial support where required, and promoting the PGR voice in collaboration with the Student Union.
- Co-ordinate PGR academic misconduct administration.
- Prepare regular and *ad hoc* management reports to regulatory bodies and internally to aid the improvement of policies, processes and understanding, and to provide compliance assurance.
- In collaboration with colleagues in the relevant professional services teams, establish and keep under review a suite of management information reports to underpin the Doctoral School governance structure, and undertake the collection, collation, analysis, evaluation and presentation of statistical and monitoring information as required.
- Advise on and contribute to the design and delivery of relevant training and development interventions to develop staff and students' understanding of procedures and policies.
- Develop and maintain the specialist knowledge required to undertake the role, including engagement with sector organization and special interest groups.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **4. Person Specification**

## **ESSENTIAL CRITERIA**

1. Educated to degree level, or other equivalent qualification, or relevant level of experience.
2. A detailed theoretical and applied knowledge and understanding of PGR quality assurance, policy and governance.
3. Well-developed oral and written communication skills with the ability to present complex policy and procedure in a way that can be understood by the intended audience.
4. Excellent planning and organisational skills.
5. Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks.
6. Analytical skills with the ability to generate effective solutions and make effective decisions.
7. Effective IT Skills on MS platform.

## **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Excellent working knowledge of PGR quality assurance, policy and governance.
2. Experience writing, reviewing, interpreting and applying policies.
3. Highly numerate and confident managing, analysing and presenting both quantitative and qualitative data.
4. Experience balancing the expectations of external stakeholders with internal stakeholders' needs and appetite for risk.

## **DESIRABLE CRITERIA**

1. Substantial experience in a similar role.
2. Substantial experience working in a university or similar environment.
3. A project management qualification and/or experience of successful project delivery.
4. Experience of managing institutional committees and/or operating within a complex governance structure.

5. Awareness of the importance of equality, diversity and inclusivity, and experience of translating this into policy and/or procedure.
6. Experience working within a matrix management model.