



Job Description

This job description is intended to describe the requirements and responsibilities of the job and is not an exhaustive list of duties. Job descriptions will be amended from time to time as appropriate in discussion with the jobholder.

Job Information

Job Title: Dean of the Doctoral School (Doctoral College)

School/Service Vice-Chancellor's Office

Reports to: Pro Vice-Chancellor (Research & Enterprise)

Hours: 0.5 FTE (Fixed term for 5 years)

Main Purpose of Job

You will provide strategic academic leadership on all Postgraduate Research Student matters at the University of Sussex and across all Schools – from recruitment to graduation and beyond. These strategic tasks include enabling the growth in PGR student numbers, enhancing the quality of research degrees programmes; improving institutional reputation in the sector; and facilitating broader PGR experience and successful outcomes.

Reporting to the Pro-Vice-Chancellor (Research & Enterprise), the Dean will be the Chair of the Doctoral School Board. They will work closely with all senior office holders, and academic and support divisions with a stake in the PGR student experience.

You will have relevant experience of leadership and management activities within the University or at other previous institutions; and knowledge and engagement with postgraduate research provision across Schools, University and, where relevant, externally. You will have highly effective interpersonal and influencing skills, and an ability to assume and maintain a high profile within the University and beyond.

The new Dean will be appointed for a period of 5 years at 0.5 FTE. The post holder will thus devote the rest of time to personal academic work in research and/or teaching at the highest level.

Key Duties & Responsibilities

1. To provide the University with academic leadership in delivering national and international excellence in postgraduate research programmes, ensuring that the PGR student experience is inclusive and progressive;
2. To champion postgraduate research study across the institution, develop Doctoral School strategy and priorities, and take a prominent role in developing and delivering the University's Education and Research strategies;
3. To work closely with the all members of the Doctoral School and across the University to advocate for and develop existing and new postgraduate programme opportunities, including innovative mobility programmes and doctoral training centres;



4. To work closely with the PVC (Research & Enterprise) to ensure that PGRs are embedded in the research community and culture of the University;
5. To liaise with the Academic Director (PGT) on graduate studies issues;
6. To formulate and monitor the delivery of a PGR recruitment strategy in collaboration with the Provost, PVCs, Heads of Schools and other relevant stakeholders;
7. To promote quality assurance and quality enhancement of postgraduate research programmes, including overall responsibility for the promotion, analysis and planning arising from Postgraduate Research Experience Surveys and other quality assurance activities;
8. To provide strategic leadership in the oversight, coordination and development of postgraduate programmes with other national and international partners;
9. To champion postgraduate research study across the institution, develop Doctoral School strategy and priorities, and take a prominent role in developing and delivering the University's Education and Research strategies;
10. To work closely with the all members of the Doctoral School and across the University to advocate for and develop existing and new postgraduate programme opportunities, including innovative mobility programmes and doctoral training centres;
11. To work closely with the PVC (Research & Enterprise) to ensure that PGRs are embedded in the research community and culture of the University;
12. To liaise with the Academic Director (PGT) on graduate studies issues;
13. To formulate and monitor the delivery of a PGR recruitment strategy in collaboration with the Provost, PVCs, Heads of Schools and other relevant stakeholders;
14. To promote quality assurance and quality enhancement of postgraduate research programmes, including overall responsibility for the promotion, analysis and planning arising from Postgraduate Research Experience Surveys and other quality assurance activities;
15. To provide strategic leadership in the oversight, coordination and development of postgraduate programmes with other national and international partners;

Job Context

1. The University's values (kindness, integrity, inclusion, collaboration and courage) are integral to the four pillars of the Sussex Strategy 2025 (Learn to Transform, Research with Impact, Engage for Change and Build on Strengths) and define the culture to which we aspire. In particular, we aim to create an environment in which difference is valued and in which all members of the University speak, listen and write from a core position of mutual respect and with a desire to observe the dignity of others.

Organisational Structure

1. The Dean of the Doctoral School reports to the Pro-Vice-Chancellor: Research and Enterprise and sits within the Vice Chancellor's Office.

Person Specification

Criteria	Essential or Desirable
1. Relevant experience of leadership and management activities within the University or elsewhere.	E
2. Knowledge and engagement with postgraduate research provision across Schools, the University and, where relevant, externally.	E
3. Promoting and driving excellence and innovation in delivery of the University Strategy.	E
4. A strong commitment to postgraduate education, the development of teaching excellence and the boarder student experience.	E
5. Experience of governance in the wider University through the membership of various Committees.	E
6. Generation of research excellence, evidenced by both outputs and external funding.	E
7. Excellent communication skills, both verbal and written, with the ability to inspire and engage with a wide range of audiences.	E
8. Excellent analytical skills to support the development and communication of financial and strategic plans.	E
9. The ability to innovate and to take fresh approaches where required.	E
10. A high level of personal resilience and the ability to deal effectively with difficult situations.	E
11. Appreciation of changes on the external context and wider University which will affect the Doctoral School, its plans and performance.	E
12. A keen appreciation of cost and income drivers influencing both the Doctoral School and the wider University.	E