



## 1 Advertisement

**Post Title: CHASE Training and Partnerships Manager**

**School/department:** Doctoral School

**Hours:** Full time or part time hours considered up to 1FTE / 37.5 hours per week  
Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 9733

**Salary:** starting at £35,333 to £42,155 per annum, pro rata if part time

**Placed on:** 20 September 2022

**Closing date:** 13 October 2022. Applications must be received by midnight of this date.

**Expected Interview date:** To be confirmed

**Expected start date:** As soon as possible

The University of Sussex seeks to appoint a Training and Partnerships Manager to support the [CHASE Doctoral Training Partnership](#), funded since 2014 by the Arts and Humanities Research Council. This is an outstanding opportunity to further your career in a dynamic and varied role, working with outstanding doctoral researchers and a wide range of external organisations.

CHASE is the Consortium for the Humanities and the Arts, South East England, and includes the following university institutions: Birkbeck, The Courtauld Institute of Art, Goldsmiths, SOAS, and the Universities of East Anglia, Essex, Kent and Sussex.

You will work closely with the CHASE Training and Development Group to continually improve our innovative training environment for doctoral level research. This will include:

- developing and negotiating high quality placements, training and other activities for doctoral researchers across the consortium, and ensuring their effective delivery;
- interpreting and implementing national policy and strategy; and
- working with external partners to develop knowledge exchange activities and enhance the career opportunities for doctoral researchers.

You will hold a good honours degree or have an equivalent qualification or relevant experience, including experience of negotiating agreements, and delivering projects to deadline. You will have an enthusiasm for Arts & Humanities research.

You will have outstanding communication skills both in person and in writing, and a high level of influencing and networking ability. You will be willing to travel in South East England, and further afield in the UK and internationally as required. This is a hybrid role with an expectation to spend at least 50% working time on campus.

Please contact Robert Witts, CHASE DTP Manager ([robert.witts@sussex.ac.uk](mailto:robert.witts@sussex.ac.uk)) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The Doctoral School and the CHASE DTP**

Please find further information regarding the Doctoral School at <https://www.sussex.ac.uk/study/phd/doctoral/>

Please find further information on the CHASE DTP at <https://www.chase.ac.uk/>

## **3. Job Description**

**Job Description for the post of:** CHASE Training & Partnerships Manager

**Department:** Doctoral School

**Section/Unit/School:** Research and Enterprise Services

**Location:** 1<sup>st</sup> Floor Falmer House

**Grade:** 7

**Responsible to:** CHASE DTP Manager

**Responsible for:** Doctoral placement roles (currently: Knowledge Exchange Hub Officer, Researcher Networks Officer, Alumni Officer)

### **PRINCIPAL ACCOUNTABILITIES**

1. Interprets and implements national policy and strategy on researcher development (e.g. *AHRC Guidance on training and developing early career researchers in the arts and humanities*; *Concordat to Support the Career Development of Researchers*), and advises on best practice within the DTP sector.
2. Manages the work of the Training and Development Group (TDG):
  - identifies training and development needs of CHASE students each academic year, both individually and as a cohort;
  - works with the TDG to establish an appropriate range of placements, internships, and other collaborative activities to meet these needs;
  - acts as Secretary to the TDG, supporting the CHASE Deputy Director as Chair to plan meeting agendas, produce supporting documentation as required, and ensure that decisions of the TDG are acted upon.
3. Ensures sound costing and budgeting of training and development activities, in particular bi-annual Encounters conferences and the CHASE Essentials series of training events.

4. Ensures effective project management of training and development activities, and works collaboratively with colleagues and doctoral researchers across the consortium to deliver these activities efficiently.
5. Measures the success of training and development activity: designs and monitors training feedback, evaluates provision, and monitors standards and quality.
6. Oversees development of knowledge exchange activities for the DTP, including placements and Collaborative Doctoral Award projects, and engages with doctoral researchers, university staff, and partner organisations to promote and support these.
7. Develops and establishes protocols for different types of collaborative activity which reflect the Consortium's aspiration to developing and sharing best practice.
8. Line manages doctoral researchers working on specific roles/projects (e.g. Alumni Officer, Knowledge Exchange Hub Officer).
9. Researches and develops new opportunities for partnerships for the continuous improvement of the Doctoral Training Partnership (DTP); identifies key stakeholders within organisations.
10. Negotiates terms of engagement and specific activities with partner organisations when required.

## **KEY RESPONSIBILITIES**

### **1. Team Management and Leadership**

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- 1.4 Support the development of others, providing training and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.

### **2. Service Delivery**

- 2.1 Working within university policy and procedure, and within agreed consortium governance, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of DTP targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in doctoral training and development for the DTP.
- 2.3 Plan and implement improvements to systems and procedures in doctoral training and development to ensure effective administration.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

### **3. Policy and Procedure**

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Keep abreast of new developments from sector bodies (e.g. UKRI, UKCGE, Vitae) and proactively communicate these to the CHASE team and to TDG.
- 3.3 Contribute to policy decisions and improvement in area of expertise.
- 3.4 Actively engage with appropriate networks (e.g. AHRC DTP training leads) to support collaborative development of best practice standards.

#### **4. Customers and Stakeholders**

- 4.1 Proactively work with internal and external stakeholders, colleagues and doctoral researchers to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Design and deliver

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

#### **INDICATIVE PERFORMANCE CRITERIA**

- Work within an annual cohort training budget of c.£250,000
- Responsible for the achievement of DTP training and development objectives
- The post holder reports to the CHASE DTP Manager, working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the DTP's and Doctoral School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

## **5. Person Specification**

### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification.
2. Effective management skills.
3. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood by the audience.
4. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.
5. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.
6. Analytical skills with the ability to learn, digest and use large amounts of complex information to generate effective solutions and make effective decisions.
7. Commitment to customer excellence.
8. Effective IT Skills on MS platform. Experience using functional databases.
9. Proven ability to develop networks and build professional relationships.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Understanding of full disciplinary range covered by Arts & Humanities Research Council

### **DESIRABLE CRITERIA**

1. Knowledge of the Higher Education sector.
2. Detailed understanding of national policy debates in researcher development in the Humanities.
3. Experience of working with organisations in the commercial sector or third sector
4. Knowledge and experience of supporting committees
5. Experience of interpreting contractual documentation
6. Experience of doctoral work in the Humanities, or a related area such as Social Sciences