



1 Advertisement

Post Title: Head of the Doctoral School

School/department: Research and Enterprise Services

Hours: Full-time hours considered up to a maximum of 1 FTE.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 8436

Salary: starting at £51,799 to £60,022 per annum (with a discretionary range dependent upon skills and experience)

Placed on: 27 April 2022

Closing date: 25 May 2022. Applications must be received by midnight of the closing date.

Expected Interview date: week of 13-17 June

Expected start date: September 2022

An exciting opportunity exists to join the University of Sussex in a new leadership role as Head of the Doctoral School. Working alongside the Dean as we relaunch the Doctoral School, you will be responsible for bringing together staff to re-shape the provision of services, to provide a coherent offering for the various stages of the research career from undergraduate research through postgraduate research to early career researchers.

The role will be responsible for developing the strategy of and long-term aims for the Doctoral School alongside the Dean of the Doctoral School, the Director of the Research Staff Office and University stakeholders. It will also involve identifying opportunities and coordinating and promoting large bids for doctoral funding programmes. This will be a highly visible role across the University, leading initiatives relating to research students and early career researchers.

If you have experience of supporting doctoral students and postdoctoral staff, with highly effective leadership skills and the ability to think strategically and develop excellent service provision then we want to hear from you.

Please contact Emma Potts, Interim Director, Research and Enterprise Services (e.potts@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 School / Division

Please find further information regarding the division at <http://www.sussex.ac.uk/schoolsandservices/professionalservices/research-enterprise> and <https://www.sussex.ac.uk/research/>

3. Job Description

Job Description for the post of: Head of the Doctoral School

Department: Research and Enterprise Services

Location: Falmer House/Hybrid

Grade: 9

Responsible to: Director, Research & Enterprise (dotted line to the Dean of the Doctoral School and the Director of the Research Staff Office)

Responsible for: Senior Doctoral School Manager, Senior Chase Manager

Role description

Working closely with the Dean of the Doctoral School and the Director of the Research Staff Office, the post holder will take the professional services lead on the strengthening of the Doctoral School in terms of its service delivery and will be responsible for developing policy and practice for matters relating to research students and postdoctoral and early career provision.

The post holder will be responsible for identifying opportunities and developing, coordinating and promoting large bids for doctoral funding programmes. They will have a highly visible role across the University, leading initiatives relating to postgraduate research students (PGRs) and early career researchers (ECRs), including the delivery of the HE Excellence in Research Programme.

The post holder is expected to make a key institutional contribution towards co-ordinating and enhancing the full range of services available to prospective and current researchers and identifying best practice across the sector. They will also work closely with the International Office in defining strategies for international PGR recruitment and oversee the induction and support for early career researchers. The Head of the Doctoral School will therefore be expected to lead colleagues across the professional services in support of its strategic aims, including recruitment, admissions, student progress & assessment, training and development, and careers to ensure an institutional coherence in our provision. The post holder is also expected to contribute to the wider work of the Research and Enterprise Division, working closely with the heads of each area, and as a member of the leadership team.

PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to your teams, promote and maintain a high-quality Professional Services team, engendering a culture of continuous improvement.
2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available to deliver planned services.
3. Working with the Dean of the Doctoral School, set strategic direction and vision for the teams ensuring resulting policies are in alignment with strategic objectives.
4. Working with the Director of the Research Staff Office and Director, Research and Enterprise, agree strategic direction and vision for the Research Staff Office and delivery of the HR Excellence in Research programme to maintain the University's awarded status.
5. Work in partnership with other internal and external stakeholders to ensure strategic alignment of service
6. Working closely with the team leads; ensure that service delivery meets statutory, legal and financial reporting requirements associated with funded grants and contracts.

KEY RESPONSIBILITIES

1. Team Leadership

- 1.1 Provide leadership across the teams, setting standards of service, targets and objectives
- 1.2 Ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the teams.
- 1.3 Set team direction, vision and priorities, ensuring service and team culture are in strategic alignment with both RES and the institution.
- 1.4 Support the development of others, providing leadership and coaching in the Doctoral School, including the Research Staff Office.
- 1.5 Employing your knowledge and skills, provide leadership across the Doctoral School teams during periods of significant change, to foster an ethos of continuous improvement.

2. Service Delivery

- 2.1 Working within overall university and funder policies and procedures, ensure the effective management of responsibilities in the area of the Doctoral School. Plan and allocate resources to support the achievement of teams' targets and objectives.
- 2.2 Development of teams' strategic plans and ensure alignment with RES plans.
- 2.3 Ensure effective service delivery within the Doctoral School.
- 2.4 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex and conflicting information to inform decisions related to the Doctoral School.
- 2.5 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

3. Strategy and Planning

- 3.1 Based on a broad and deep set of knowledge and experience, set strategic direction in areas of doctoral and early career researcher funding, and doctoral school recruitment.
- 3.2 Shape policy development and provide guidance on strategic agenda

- 3.3 Ensure appropriate governance is in place for PGRs and early career researchers (ECRs).

4. Customers and Stakeholders

- 4.1 Proactively engage with internal and external stakeholders, colleagues, PGRs and ECRs to ensure the effective delivery of strategic objectives, initiate and develop relationships, providing analysis of data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

5. Regulatory and Operational Framework

- 5.1 Ensure that the Doctoral School provides a regulatory and operational framework where Schools have the flexibility to develop depending on their own disciplinary needs, whilst encouraging collaboration and the development of interdisciplinary activities;
- 5.2 Act as Secretary to the Doctoral School Board, which reports to Senate via the Research and Knowledge Exchange Committee;
- 5.3 Lead and manage the Doctoral School Office to support the implementation of the University research strategy relating to postgraduate and postdoctoral research;
- 5.4 Working with the University Surveys Committee, manage periodic surveys on PRES for PGRs and CEDARS for ECRs, reporting outcomes to the Doctoral School Board, the Research Staff working group, and the Research and Knowledge Exchange Committee, developing and agreeing improvement plans with Schools as appropriate.
- 5.5 Provide leadership to the Research Staff Office ensuring that the delivery plans associated with the Concordat to Support the Career Development of Researchers and the HR Excellence in Research award are fully implemented, and the award maintained, fostering a best practice approach to delivery.

6. Doctoral School Planning, Recruitment and Delivery

- 6.1 In conjunction with the International Office, develop strategies designed to stimulate the growth of PGR activity and student numbers on research programmes, improve retention and completion rates, and to ensure that the right systems and business processes are in place to support these goals;
- 6.2 Identify funding opportunities for doctoral programmes and centres (or similar), lead on the University response with coordinated support for bid for postgraduate funding from UKRI or similar (e.g. CASE awards);
- 6.3 Collaborate with professional services colleagues in the Division for Communication, Marketing and Achievement, as well as Schools, on the development of marketing material (e.g. postgraduate prospectus) and the University's external facing website to promote postgraduate education and research;
- 6.4 Oversee the effective operation and administration of studentships funded through UKRI and other doctoral programmes.

7. Other responsibilities

- 7.1 Advise the Director of Research and Enterprise, Dean of the Doctoral School, Director of the Research staff office and the Pro-Vice-Chancellor (Research and Enterprise) on the development of University policies on postgraduate study and support for ECRs, to keep these policies under review, and to monitor their effectiveness.

- 7.2 Liaise with external bodies associated with postgraduate research training and education such as UKRI, Vitae, Office for Students, and the UK Council for Graduate Education.
- 7.3 Represent the University's interests in shaping national policy debates across the wider Higher Education Sector.

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

- Leading a team of 11 staff
- Manage a staff and non-staff budget of £550k including occasional project funding.
- Responsible for the monitoring of the completion rates of doctoral students along with associated UKRI and funder reporting
- Delivery of the HR Excellence in Research programme, ensuring that the University HR Excellence in Research award is maintained.
- The post holder reports to the Director, Research & Enterprise but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder is a member of the RES senior leadership team and has responsibility for the joint delivery of Divisional objectives. 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 Division'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

4. Person Specification

ESSENTIAL CRITERIA

1. Normally educated to degree level, with a postgraduate qualification or other equivalent qualification, or relevant level of experience, as appropriate to the role.

2. A broad and deep knowledge and understanding of research in a university context, with a specific understanding of doctoral student and postdoctoral staff support.
3. Highly effective leadership skills with the ability to motivate others to achieve.
4. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood by the audience.
5. Well-developed planning and organisational skills, including project or programme management, with the ability to delegate to team members.
6. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Well-developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver vision
8. Effective IT skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge and understanding of the strategic priorities and procedures associated with funding bodies, in particular UKRI.
2. Knowledge and understanding of the UK higher education policy context shaping postgraduate and postdoctoral research, and other higher education policy issues impacting on the area of expertise.
3. Knowledge and understanding the needs and career ambitions of PGRs and ECRs.
4. Experience of leading a major activity or programme within a university research context, including the development of new business systems, processes and procedures.

DESIRABLE CRITERIA

5. Have worked within the Higher Education sector.
6. Knowledge and understanding of enterprise, intellectual property rights and knowledge exchange activities.
7. Experience of planning and delivering training within a higher education context.
8. Experience of leading and supporting teams through significant change
9. Experience of working in a similar or related role in higher education or in a research organisation.
10. A postdoctoral qualification in a related area.