



UK Council for Graduate Education

Job Description

General Details

Job title:	Director of UK Council for Graduate Education (UKCGE17-01)
Faculty/Service:	UKCGE
Normal Workbase:	Friary Centre, Lichfield
Tenure:	Permanent
Hours/FTE:	0.8 FTE
Grade/Salary:	Grade 8 £39,992 - £47,722 (pro rata)
Date Prepared:	October 2017

Job Purpose

The post-holder will lead the Charity, develop and manage the strategic development of the Council through the administration of the Business Plan, work with trustees, liaise with relevant external organisations and monitor relevant policy developments in postgraduate education. Representing the Council to members and key stakeholders, the post-holder will have specific responsibilities for the future direction of the Council, developing strategic objectives and key performance indicators in collaboration with the Executive Committee (EC), working on relevant elements of Higher Education (HE) policy with the EC and other members and diversifying income streams.

Relationships

Reporting to:	Chair of UKCGE
Responsible for:	Marketing and University Liaison Officer; Events Officer; Administration Officer

Main Activities

Strategic Development

- To develop and implement the Council strategy and business plan, mapping communications and marketing strategy in conjunction with relevant staff members
- To provide market intelligence, analysis and evaluation of information, reviewing current and forecasting future policy and other trends in postgraduate education, supporting the Council's strategic direction
- To oversee the development and implementation of effective collaborations and research and development projects in consultation with the EC

Governance

- To assure the process for Council governance, including appropriately constituted and serviced Officers Meetings and Executive Committee Meetings.
- To prepare discussion and policy papers for the Executive Committee.
- To advise Honorary Officers and the EC on strategic and resource planning in accordance with Charity Commission regulations and following the Council's Constitution, identifying any conflicts of interest and risks
- To organise regular training for Trustees so they are conversant with Charity Commission requirements and their own responsibilities

Management of staff

- To lead and develop a professional office team within the Council's premises, to ensure the effective implementation of high quality, effective and efficient services
- To conduct annual performance reviews, setting and reviewing objectives in line with Council strategy
- To hold monthly staff meetings and one to ones, reporting back any areas of concern to the Executive Committee
- To deal with poor performance and implement disciplinary procedures if necessary
- To prepare and review appropriate job descriptions for current and new employees and ensure the recruitment and development of Council employees meets the requirements of the Council's Strategy
- To regularly review the core objectives of the Events Officer and Marketing & University Liaison Officer and Administration Officer to ensure strategies are implemented and delivered in line with the Council Business Plan.

Financial

- To be responsible for the financial management and planning of the Council. In conjunction, advising the EC of financial implications and risks, as well as producing accurate income and expenditure accounts for report to each Executive Committee meeting.
- Actively source sponsorship and other funding, securing projects, research and initiatives and overseeing the compilation of bids for projects in collaboration with the EC and other organisations
- To develop annual budgets for approval by the Executive Committee, forecasting changes in the membership levels and delegate numbers, considering all income streams and expenditures and predicting for depreciation and interest on balances and debtors.
- Report monthly to the Honorary Treasurer on the Council's finances
- To initiate the Council's annual membership renewal exercises, in consultation with the EC
- To monitor the Council's bank accounts, ensuring all creditors are paid, invoicing and chasing outstanding debt

Member Services

- To work on the future development of the Council's provision of services for members and drive appropriate change
- To proactively engage with the postgraduate education community in order to share best practice and encourage continuous improvement in the sector.
- To represent the Council at and host meetings and events; provide professional expertise and advice in support of the future of postgraduate education
- To research and monitor relevant public policy and transnational policy relevant to the Council's work and manage responses to consultations on policy changes

- To acquire knowledge and expertise about developments in graduate education as well as seizing initiatives as they arise and translating them into action plans
- To oversee the co-ordination of partnerships, collaboration and exchange of information with stakeholders through the formation and support of Council Working Groups and Networks in conjunction with the EC
- To undertake other such duties commensurate with the grade of the post, as agreed with the Chair of the Council

Special Conditions

This post is offered on a 0.8 fte basis. An element of remote working may be negotiable but regular presence in the Lichfield office and attendance at UKCGE events is required. The role holder will be required to travel both within the UK and overseas for UKCGE events and activities.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Professor Rosemary Deem, R.Deem@rhul.ac.uk, tel 01784 443994 or 01784 276171 (Exec Assistant Simona Lam)

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.



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Person Specification

Job Title: Director of UK Council for Graduate Education (UKCGE17-01)

Location: UKCGE

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	A relevant post graduate qualification, ideally with a doctorate.	E	A
2	Significant experience in a similar role within a higher education institution and/or a relevant charity, with extensive knowledge of good governance procedures in the charitable sector	E	A/I
3	Management and leadership experience, including supervising staff with the ability to lead and motivate a team to achieve common goals	E	A/I
4	Significant budgetary and financial planning experience	E	A/I
5	Experience of policy analysis, with the ability to interpret policy and regulations and practically apply them	E	A/I
6	Experience of working on aspects of postgraduate programmes in HE in administrative or academic capacity, with the ability to speak with authority to and on behalf of the UK HE sector in relation to postgraduate education	E	A/I
7	Experience of supporting, developing and implementing organisational strategies and plans	E	A/I
8	Excellent influencing skills, with the ability to ensure that trustees perform their role with integrity and rigour	E	A/I
9	Ability to think strategically and influence and manage change in systems and procedures.	E	A/I
10	Excellent interpersonal, written and oral communication skills, with the ability to communicate and establish personal credibility with a broad range of people including UKCGE members, external bodies, HE staff and students and to represent UKCGE at a senior level, internally and externally	E	A/I
11	Ability to demonstrate excellent organisational skills with the ability to plan, prioritise and deliver complex programmes of work to specific timescales and ensure attention to detail and accuracy	E	A/I

12	Ability to demonstrate initiative and to work flexibly, independently and under pressure	E	A/I
13	A high level of competency in using e-mail internet and Microsoft Office applications	E	A/I
14	Experience of policy lobbying in a public service context	D	A/I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate