

Job Description



General Details	
Job title:	Graduate School Manager (RIIS18-10)
School/Service:	Research, Innovation and Impact Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0fte
Grade/Salary:	Grade 7
Date Prepared:	May 2019

Job Purpose
<p>The Graduate School Manager will provide management and direction for all matters relating to the administrative operation of the Graduate School. The postholder will lead a high quality support service to ensure the effective implementation of RIIS strategic priorities relating to PGR provision enhancing the postgraduate research student experience and working in partnership with professional support services and all relevant academic schools. Liaising with the Chair of the Graduate School Committee, the post holder will also contribute to the strategic planning, policy development and decision making processes of the Graduate School.</p>

Relationships	
Reporting to:	Head of Project Delivery
Responsible for:	Research Administrators in Graduate School

Main Activities

- To manage the operation of the Graduate School and the School's research administrators, working closely with the Head of Project Delivery to deliver an efficient and effective service that enhances the PG Researchers' experience;
- To work closely with the Head of Project Delivery and Financial Services in the planning, and monitoring of PGR, ensuring that all activities are delivered within the allotted resources and in accordance with the university's financial regulations;
- To work closely with academic schools and professional support services across the institution to co-ordinate the programme of activities around training and development, social events, developing a physical and on-line community across the institution and ensuring that the PgR experience is appropriate and consistent across all schools;
- To contribute to the development of the Graduate School strategic planning, policy development and decision making processes across all areas of work, including: advising senior academic managers on strategies for increasing recruitment and retention of postgraduate research students; liaising with relevant external bodies regarding the university's research student provision ensuring that processes and regulations comply with relevant requirements and to advise on national requirements and developments relating to PG Researchers;
- To be responsible for research student records including provision of management information, monitoring of targets and KPIs; production and analysis of data against strategic objectives and KPIs and compiling internal and external data returns and performance reporting.
- To manage and retain oversight of research degree regulations, supporting quality assurance processes, and all general business processes.
- To lead on identifying and developing opportunities for innovation in all processes, by recognising the diversity in current practice, solving complex policy and operational problems, ensuring compliance with external bodies and working in partnership across the university to deliver shared solutions that deploy resources to greatest benefit;
- To manage the secretariat function with respect to relevant University committees e.g. Graduate School Committee, Ethics Committee, Graduate School Steering Group
- To remain abreast of sector developments, policy and best practice in relation to postgraduate research education

To contribute to other work in Research, Impact and Innovation Services as required by the Head of Project Delivery.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

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:

Mandy Welch 01782 294881

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.

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.