

**Job Title** Head of Postgraduate Research (1.0 FTE)

**Department** Research Dept

**Location** Garnethill Campus, Glasgow

**Reports to** Head of Research

**Purpose** Develop and maintain the PGR strategy for GSA, in the context of the GSA Research Strategy, ensuring the quality of provision and the quality of the student experience, and meeting the PGR lead indicators. Coordinate PGR supervisory staffing and activities across GSA.

Chair the Research Degrees Committee at GSA, liaising with the Academic Quality Office as appropriate. Report to the GSA Research Committee and Academic Council on all PGR matters, ensuring high quality data is maintained for quality, planning and development purposes. Develop and maintain PGR-related policies.

Working with academic colleagues, progress and implement new programmes, modes of study and delivery models of PGR study, including a Professional Doctorate and PhD by Distance Learning.

Actively engage with research, innovation and knowledge exchange activities at GSA and with external partners to support PGR development, including creating opportunities for PGR scholarships. Represent GSA externally at sector meetings, conferences and events relevant to doctoral-level study.

**Principal Accountabilities**

- Lead collegially all business relevant to the development and strategic growth of the GSA PGR community.
- Keep GSA briefed on sectoral PGR developments including best practice, new models and modes of delivery and changes to the PGR funding landscape.
- Develop and lead on funding opportunities for PGR.
- Oversee GSA PGR governance structures, including convening and chairing key meetings including the Research Degrees Committee (RDS), the PGR Staff Student Consultative Committee (PGRSSCC), the Supervisors' Forum and PGR team meetings.
- Line Manage GSA's PGR Administrative Officer.
- Oversee the development, enhancement and implementation of GSA's Research Degrees Guidance and corresponding University of Glasgow regulations.
- Produce the Annual Research Degrees report and the complete ensuing actions with GSA's PhD Coordinators and others.
- Oversee, develop and enhance GSA recruitment, admissions and offers process for PGR, liaising with Schools, Registry and Finance.
- Be responsible for the design and effective delivery of the GSA Research Degrees Training Programme (RDTP) and other PGR training, ensuring its flexibility to meet student needs.
- Enhance the PGR student experience by leading on community-building activities, internally and with external partners such as the Scottish Graduate School for Arts & Humanities (SGSAH), Vitae, and UK Council for Graduate Education (UKCGE). Ensure EDI is at the centre of the PGR culture, processes and procedures.
- Develop GSA's supervisory capacity and lead on training, mentoring and scholarly activities for the enhancement of this resource.
- Lead the delivery and enhancement of the GSA Graduate Teaching Assistant scheme.
- Oversee the PGR Research Training Grants.
- Engage actively in the GSA's research culture and associated activities, including the development of external funding applications to advance your own research.
- Cooperate to ensure that all statutory, policy and other Health & Safety requirements are complied with.
- Undertake suitable training and awareness in matters relating to Health & Safety in the workplace.
- Participate in the School's Career Review and Development programme and undertake relevant staff development, where appropriate.
- Participate in the School's Activity Planning programme.
- Undertake other tasks and duties as appropriate as agreed with the Head of Research in line with departmental and institutional needs.

## **Relationships**

### **Principal Internal Contacts:**

- Head of Research
- PhD Coordinators and Supervisors
- Research Leads
- Head of Learning & Teaching
- Research Dept Team
- Professional support teams
- PGR students across GSA, including GSA's Highlands and Islands Campus

### **Principal External Contacts:**

- Scottish Graduate School for Arts and Humanities (SGSAH)
- Relevant PGR-related staff in other institutions and universities
- External bodies including Scottish Funding Council; AHRC; Research Councils; UK Council for Graduate Education (UKCGE), Vitae, Jes; JISC

## **Person Specification**

### **Experience / qualifications**

#### Essential:

- Educated to doctoral level, with a PhD in a relevant discipline
- Experience of PhD supervision
- Experience of quality and development issues relevant to Art & Design PGR
- Experience of effective collegial team working and delivery to time on complex tasks
- Understanding of research methods in Art & Design, and contemporary modes of submission
- Experience of writing and implementing policy and protocol in Higher Education
- Strong and demonstrable I.T. skills and confident in the use of databases and spreadsheets and in preparing and delivering reports
- Experience of working with grants and finance matters for postgraduate students

#### Desirable

- An up-to-date knowledge of policy developments in Higher Education
- Experience of designing and securing funding packages for PhD study in Art & Design
- Experience of Committee Convening
- Experience of managing a team (not necessarily via line management) and/or leading working groups and managing projects.
  - Experience of the detail and delivery of professional doctorates.
  - Experience of mentoring Early Career Researchers.

**Skills and attributes**

- Experienced team player who can lead beyond line management authority, to positively motivate, inspire and develop collegiate teams
- Confident decision maker who can use professional judgement to propose approaches and solutions to strategic and operational challenges
- A self-starter with excellent administrative skills and organisational ability
- Ability to represent GSA externally and to effectively promote the institution's interests
- Ability to manage a diversity of tasks simultaneously and to take responsibility for decisions on prioritising to ensure completion
- Capability to lead and deliver to deadline complex tasks in the short, medium and long-range
- The ability to communicate effectively at all levels across the institution
- Affinity with the PhD student experience and the challenges of doctoral projects
- Capable of operating with a minimum of supervision in assessing and responding to non-routine work/situations
- Ability to work on own initiative as well as an integral part of the team
- Ability to pay close attention to detail and produce work to a consistently high standard.

**Terms and Conditions**

<b>Activity Plan</b>	Duties and pattern of working will be set out in an Activity Plan. The plan will include: jointly agreed objectives including milestones and outcomes and an appropriate balance of management, teaching, research, consultancy, scholarly activity, personal development and other possible activities within the duties of an academic.
<b>Staff Development</b>	A minimum of five days (pro rata) are guaranteed under HE2000 terms and conditions. However, the School is committed to encouraging staff development for all its employees which are to the benefit of the individual as well as the Institution as a whole.
<b>Contract</b>	Permanent
<b>Probationary Period</b>	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is one year.
<b>Salary</b>	Grade 8, £56,021-£64,914 per annum
<b>Hours</b>	35 hours per week
<b>Holidays</b>	35 days plus 11 statutory holidays per annum
<b>Pension</b>	Option to join the Scottish Teachers' Superannuation Scheme
<b>Notice Period</b>	3 months