

Job Description and Person Specification

Director of Doctoral Training Programmes

Job Description	
College/Service Research, Knowledge Exchange and Enterprise/ Research Management and Administration	Location High Holborn
Contract Length Permanent	Hours per week/FTE 37 / 1.0
Accountable to Dean of the Doctoral School	Weeks per year Full time
Salary £56,530 to £68,282 per annum	Grade 7

Job Description
Purpose of the role To be responsible to the Dean of the Doctoral School for - <ul style="list-style-type: none"> The academic leadership and management of the University's doctoral training and development programme, Research Network University of the Arts (RNUAL), including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the training and development programme.
Duties and Responsibilities <ul style="list-style-type: none"> Responsible for the strategic development, planning, delivery and evaluation of research student training as part of the Research Network University of the Arts (RNUAL) programme

Job Description

- Assume responsibility within the training programme for ensuring that the structure and content is relevant, current and consistent with the aims of the training programme.
- Ensure that the University research student training programme is informed by the codes of practice, guidelines and policies of relevant external organisations (including the OfS and Research England) and the Concordat for Researcher Development.
- Develop a programme which recognises and the needs of students engaging in research in all its forms, including practice research.
- Use an evidence-based approach to ensure the programme content, design and delivery supports student wellbeing at all stages.
- Ensure the programme supports the needs of all students for progression points and in achieving positive outcomes, and aligns with the universities policies on Equality and Diversity including the Race Equality and Gender Equality Action Plans.
- Contribute to the management of quality assurance, audit and other internal and external assessment in relation to research student training including REF.
- Contribute to the development of relevant external funding applications for PGR including doctoral training partnerships and networks.
- Represent the University on relevant committees and working groups for its Doctoral Training Partnerships, including techne, and deputise for the Dean as appropriate.
- Contribute to the strategic development and planning of research supervisor training and support in collaboration with the Teaching and Learning Exchange
- Manage the allocation of resources for RNUAL to ensure effective delivery and support the Dean and the Head of PGR with the annual budgeting and reporting cycle.
- Contribute to the development and implementation of the University Research Strategy.
- Report to Research Degrees Sub-Committee and University Research Committee, and other College, University and external committees as required.

- Develop sustainable links with external contacts such as other educational, research, government and professional bodies to inform the development of UAL research degree programmes and enhance the research student experience.
- Support the effective communication and promotion of the University's research degrees programmes.
- Represent the University on professional bodies and at professional conferences and seminars, and contribute to the national and international agenda and debates/ and or strategic thinking around research degree training programmes.
- Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects.
- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.
- Undertake Health and Safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Makes full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the University's impact on the environment
- and support actions associated with the UAL sustainability Manifesto (2016 – 2022).

Key Working Relationships

- Dean of the Doctoral School
- Director of Research Management and Administration
- Associate Deans of Research
- PhD supervisors
- Head of PGR
- External partners
- Students

Job Description	
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Signed_____ (Recruiting Manager)

Date of last review_____ [Type in details]

Signed_____ (Recruiting Manager)

Date of last review_____ [Type in details]

Person Specification

Job Title - Programme Director

Grade - 7

Person Specification		
Means of Testing - A = Application T = Test I = Interview		
	Qualifications/Knowledge and Experience	
	<ul style="list-style-type: none">Undergraduate degree in subject area.	A
	<ul style="list-style-type: none">PhD in subject area or equivalent research experience	A
	<ul style="list-style-type: none">Teaching qualification (Desirable)	A
	<ul style="list-style-type: none">Experience supervising PGR students	A
	<ul style="list-style-type: none">Knowledge of researcher development frameworks	A/I
	<ul style="list-style-type: none">Experience of developing or leading PGR development programmes (desirable)	A/I
	Communication and Service Delivery	
	<ul style="list-style-type: none">Ability to communicate ideas clearly and persuasively providing constructive and critical support to students.	A/I
	<ul style="list-style-type: none">Ability to adapt communication style and media to suit the audience.	
	<ul style="list-style-type: none">Ability to build productive and enduring relationships between teams to strengthen working relationships and encourage collaborative activities across the University.	A/I
	<ul style="list-style-type: none">Experience of leading and developing internal networks to pursue a shared role, related interests and influence events/decisions.	A/I

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Recruiting Manager – Please select essential/desirable IT application	
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required for the role from the menu below	A
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- Web/Internet
- Electronic Diary
- Black Board
- Moodle
- Teams

Uses appropriate IT skills levels to enable best use of available information and communications as necessary for post	A
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| <ul style="list-style-type: none"> • MS Office • Email • Intranet | ^ |
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	Managing Resources
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| <ul style="list-style-type: none"> • Ability to be the leader of a team, develop the team members' abilities and attains greater levels of achievement by encouraging contribution to common goals. | A/I |
| <ul style="list-style-type: none"> • Ability to co-ordinate and review the work of others to ensure improvement in performance and use of resources. | A/I |
| <ul style="list-style-type: none"> • Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in service improvement. | A/I |

	Problem Solving
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| <ul style="list-style-type: none"> • Ability to combine rational analysis and experience to take long lasting and/or complex decisions. | A/I |
| <ul style="list-style-type: none"> • Ability to initiate processes and procedures to resolve problems, anticipating difficulties and identifying practical ways of overcoming or preventing them. | A/I |
| <ul style="list-style-type: none"> • Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings. | A/I |

	Work Environment and Care	
	<ul style="list-style-type: none"> • Experience of providing support and help to students and team, undertaking health and safety duties and responsibilities appropriate to the post. • Ability to deal with difficult situations or confidential matters according to policy and procedure. • Commits to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post. 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
	Teaching and Learning Support	
	<ul style="list-style-type: none"> • Ability to contribute to the long term planning and development of the programme. • Experience of continuously reviewing areas identified for improvement and develops content and delivery methods, learning support and evaluation mechanisms. • Engages in pedagogic research and implements the results to develop the programme • Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector. 	<p>A/I</p> <p>A/I</p> <p>A/I</p>