

## **Faculty PGR Director – role description**

### **1. Main Job Purpose**

This role is directly responsible to the Dean of the Faculty and accountable to the Associate PVC (Postgraduate Research) for providing academic leadership in faculties to ensure that the University grows its global reputation in research and education through the excellence of its postgraduate research.

This strategic leadership role will:

- 1.1. Contribute to the development and implementation of the University's strategic postgraduate research (PGR) priorities and future opportunities, in collaboration with other Faculty PGR Directors, the Associate PVC (PGR) and the PVC (Research and Enterprise), and in liaison with University Education Directors (Quality) and the PVC (Education);
- 1.2. Champion PGR education and professional development across the Faculty, particularly by chairing the Faculty PGR Committee (or equivalent) and leading the teams of School PGR Directors (or equivalent);
- 1.3. Enable the graduation of excellent researchers by oversight of the operation of PGR matters and the Faculty's PGR environment;
- 1.4. Identify strategic opportunities for obtaining external funding to support innovation and growth in PGR areas; ensure that the Faculty's PGR offerings are distinctive and innovative and to be responsible for PGR recruitment;
- 1.5. To deputise for the Associate PVC (PGR) at internal and external events, as required.

### **2. Statement of Responsibilities**

- 2.1. Each Faculty has one Faculty PGR Director (which may be combined with other roles) who has strategic and operational responsibility for PGR matters within their Faculty and contributes in these areas at institutional level.

*To contribute to strategic leadership in PGR matters at University level:*

- 2.2. To contribute to the development of the University's policy and practice in relation to PGR matters through membership of appropriate committees, including the University PGR Committee, and other groups;
- 2.3. To lead specific task and finish groups at University level, set up to address PGR issues facing the University, either because of internal policy developments or external influences;
- 2.4. To represent the University/Faculty on networks or at events to raise the PGR profile within the University and externally, nationally and internationally;
- 2.5. To work with professional services, particularly Bristol Doctoral College, on strategic University initiatives to grow the PGR community.

*To provide strategic leadership in PGR matters at the Faculty level:*

- 2.6. To work within the Faculty with the Dean and with the rest of the Faculty senior management team to contribute to the overall academic strategy of the Faculty, to include:
- a) Being a member of the Faculty senior management team, including Faculty Board, in order to identify strategic approaches to enhance the generation of income and to ensure the long-term financial stability of the Faculty;
  - b) Contributing to new initiatives to support Faculty strategy;
  - c) Advising the Dean and Faculty Board on strategic and operational planning for PGR matters; and
  - d) Working with the Faculty Research Director and the Faculty International Director to identify strong research areas within the Faculty that can inform PGR development;
- 2.7. To be responsible for the PGR recruitment strategy at Faculty level, working with University and Faculty colleagues to develop and champion recruitment initiatives, and oversee admissions;
- 2.8. To undertake networking and relationship management within the Faculty, including working with Heads of School, School PGR Directors and other colleagues in pursuit of excellence in PGR provision, sharing of good practice and the development of new initiatives within the Faculty;
- 2.9. To lead on managing relationships with the PGR student body at Faculty level, to include responding to the results of student feedback (e.g. from PRES) and ensuring appropriate action planning;
- 2.10. To deputise for the Dean as required e.g. chairing Faculty committees or panels, attending University level committees, or by acting as Dean in the Dean's absence, for example at graduation.

*To oversee the enhancement of the PGR student experience:*

- 2.11. To have oversight of the development and effective delivery of PGR provision within the Faculty, including – in collaboration with the Faculty Education Director responsible for postgraduate taught programmes – for any taught components of PGR programmes;
- 2.12. To oversee personal and professional development programmes for PGRs within the Faculty, working alongside the Bristol Doctoral College to coordinate provision;
- 2.13. To advise and guide academic staff who have PGR supervisory roles within the Faculty;
- 2.14. To provide academic and pastoral advice to PGR students referred by schools, including helping them to access appropriate funding opportunities, in consultation with the appropriate central support services;
- 2.15. To manage casework on issues involving PGR student progress, appeals, plagiarism, individual and group complaints and representations from groups of PGR students.

*To manage quality assurance and standards of research degrees:*

- 2.16. To collaborate with the University Academic Quality and Standards Committee on matters of quality and standards of research degrees by providing insight and context for enhancement and issues arising from the Quality Framework, and to be a member of Research Degrees Exam Board;
- 2.17. To contribute, via the University PGR Committee, to the development of any new or substantial changes to regulation or policy as they relate to research postgraduate education;
- 2.18. To have oversight of PGR student progress including approving requests for extensions and suspensions as defined in regulation;
- 2.19. To approve the appointment of examiners for research degrees within the Faculty and to make academic decisions in relation to the examination process for research degrees through membership of the Research Degrees Examination Board;
- 2.20. To be satisfied that the supervisory teams for students provide the appropriate level of support and guidance.