**Leeds Beckett University – Job Description Ref: URE298496A**

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| **Service** |  **tbc** |
| **Section** |  **tbc** |
| **Post Designation** |  **Associate Registrar of the Graduate School** |
| **Grade** | **10** |
| **Post to which directly responsible** | **tbc** |
| **Posts for which directly responsible** | **Research Student Administration team****Research Student Training and Development Officer**  |
| **Purpose of Job** |
| The Head of the Graduate School is responsible for providing strategic leadership and delivering excellence across all aspects of management and administration of the Graduate School. They provide leadership of the Research Student lifecycle and the Research and Innovation Training and Development function ensuring the delivery of a high quality, student and staff focused service to ensure compliance for internal processes and procedures, internal/external audits and quality assurance. The post holder will lead on the design, development, co-ordination and implementation of strategies in these areas to maximise opportunities for the recruitment and retention of quality research students and academic and research student training and development. They are responsible for identifying and implementing improvement strategies to transform Graduate School operations including improved use of systems (Haplo PhD Manager) and improved, accurate, data management.  |
| **Responsibilities** |
| 1. To provide high quality professional support and expert advice on all aspects of research student management and associated career development in our University, leading to the achievement of internal key performance indicators in line with strategies relating to Research and Innovation, Global Engagement and greater alignment of student administration services.
2. Act as the University nominee to build and maintain effective relationships with external stakeholders including Research England, HESA and others.
3. Lead, plan and manage within agreed Graduate School budgets to provide investment in activity which demonstrates value for money and effectively deliver our strategic objectives.
4. Translate our University strategic objectives into operational plans by providing direction and leadership of:
	* a professional research student support team to successfully deliver all administrative aspects of postgraduate research student programmes in partnership with schools and in compliance with all internal and external regulatory requirements and in the delivery of internal performance indicators;
	* a professional training and development function to provide an excellent career development service for academic staff and the Research Training Programme for research students in compliance with the Concordat for the Career Development of Researchers and the Researcher Development Framework and other associated national policies.
	* liaising closely with the funding team to ensure appropriate linkages and exploitation of funding activity in line with the Concordat for Research Integrity and to inform REF and recruitment strategies of postgraduate students as well as impact activities.
	* Leading the above to positively promote an excellence customer service ethos.
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| 1. To be responsible for the quality assurance and regulatory matters of all postgraduate research degree programmes. This includes internal requirements relating to academic regulations and providing information to support the Research Degrees Sub Committee in overseeing postgraduate student admission, progress and award, as well as the requirements of Research England, Office for Students, QAA and HESA.
2. To develop and implement strategies, policies and procedures to ensure that our University is prepared for audits, such as those required by Research England, HESA and QAA in relation to postgraduate research students and to undertake monitoring and analysis of Examiners forms and the Research Degree Sub Committee business and make appropriate recommendations.
3. Support the promotion and strengthening of the research culture and be responsible for the implementation of recommendations and the sharing of good practice across our University.
4. To be a member of University Research and Enterprise Committee, Research Degree Sub Committee and other University Groups and advise these groups through written and oral reporting.
5. Maintain positive and constructive relationships with our key external stakeholders as required in all aspects of research activity, including Research England, Office for Students, HESA, QAA, Universities UK, RCUK, external funding bodies, partners and other HEIs. Identify, advise on, plan for and lead the implementation of changes prompted by developments in the external environment e.g. QAA, Research England etc.
6. Maintain and develop positive and constructive relationships with internal stakeholders to support delivery of the role requirements, in particular ensuring strong working relationships with schools, QAS and RSO regarding regulatory and compliance matters.
7. Lead the formulation and implementation of university wide continual professional development programme for academic staff and research students
8. Develop and implement new initiatives to enhance service delivery in consultation with key stakeholders/schools/colleagues across our university.
9. In collaboration with the Directors of Research, Director of Research and Enterprise, and other service leads, advise and guide on all aspects of research student activity in order to inform key strategic decisions such as identifying and exploiting areas of research strength and future growth.
10. Lead and manage the development and implementation of the Graduate School Risk Register and associated research corporate risks.
11. Any other duties as may be designated by [TBC]
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| **Equal Opportunities** |
| We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties. |
| **Health and Safety** |
| You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co- operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety. |
| **Physical Conditions** |
| You will be required to work across both campuses. |
| **Relationships** |
| In order to undertake the designated responsibilities, you will establish positive working relationships with a network of our senior managers and staff, and also with external stakeholders key to the development of our university, both nationally and overseas. |

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| **Terms & Conditions** |
| Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.Salary is currently within Grade 10 ( On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University’s Pay Policy.Annual leave entitlement is 38 days. Hours of work per week = 37. |
| **Probationary Period** |
| Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources. |
| **Pre-employment Health Assessment** |
| Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment. |
| **Qualifications** |
| In accordance with our pre-employment processes, it is University policy to verify qualifications forsuccessful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form. |
| **Closing Date** |
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| Please complete an online application. If you are unable to complete an online application, please contact the tbc who will be able to provide you with a hard copy application form. |

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| **Post Title** |  **Associate Registrar, Graduate School** | **Grade 10** |

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

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| **Qualifications, Skills, Experience & Knowledge** | **Essential** | **Method of Assessment**(Application/ Interview/Test/Other) |
| 1. Possess a postgraduate/professional qualification in a relevant field or substantive relevant experience. |  | Application |
| 2. An extensive and excellent working knowledge of the research environment which encompasses all areas of research activity including a sound understanding of the strategic and quality assuranceimplications of internal, national and international polices. |  | Application/Interview |
| 3. Able to demonstrate detailed professional and practical knowledge and expertise in postgraduate research degree programmes, regulations and quality assurance including a sound understanding ofthe strategic implications of internal and external policies. |  | Application/Interview |
| 4. A successful track record in leading on the planning and implementation of multiple complex and long-term strategies and projects includingthe effective management of resources/substantial budgets. |  | Application/Interview |
| 5. Able to demonstrate detailed professional and practical knowledge of research and enterprise training, to improve the quality of research andinnovation through enhanced academic staff development opportunities in line with national policies and quality assurance. |  | Application/Interview |
| **Performance Attributes**Please note that all the following criteria are **essential**. | **Method of Assessment**(Application/ Interview/Test/Other) |
| **SERVICE DELIVERY**6. Ability to identify and deliver customer focused service improvements that are in line with our university’s vision, values, and strategic plan, particularly in the area of postgraduate research degree programmes. | Application/Interview |
| **TEAMWORK**1. Evidence of excellent interpersonal and written/verbal communication skills including the ability to establish effective working relationships and negotiate, persuade and influence individuals and/or groups regarding complex and/or difficult issues.
2. Proven leadership, management and team-working skills, including the ability to work with and through others, set and achieve high standards, support and inspire others to develop and excel.
3. Experience of successfully working in collaboration with internal and external stakeholders to develop and cultivate partnerships, networks and strategic

alliances, both nationally and overseas. | Application/InterviewApplication/InterviewApplication/Interview |
| **LEARNING & DEVELOPMENT**10.Ability to respond imaginatively, efficiently and flexibly to current and future developments in higher education and to use management information effectively to inform the development of effective strategies/solutions. | Application/Interview |
| Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University’s performance attributes. Please [click here](https://www.leedsbeckett.ac.uk/files/external/NN_140915_10205_Performance_Attributes_Booklet_WEB.pdf) for further details. |