

Job Title: Head of Doctoral College
Grade: 9
Salary: £51,630 to £58,089 per annum
Department: Research and Enterprise Division
Hours/Contract: Full time, permanent contract
Reference: 743

Role Purpose

To act as the professional services lead for the Doctoral College within the Research and Enterprise Division (RED), providing strategic direction for the development of high quality support for postgraduate researchers (PGR), research staff and early career researchers (ECR) in line with the University's Research Strategy. This will involve ensuring good relationships with key funders, effective support for the academic community, and a positive experience for our research students and Fellows.

The post-holder will line manage a team which supports institutional policy, the regulatory environment and planning on all matters in relation to PGRs, from recruitment to completion and beyond, supports the growth of doctoral collaborations, nationally and internationally, and delivers training and development opportunities for PGRs, research staff and ECRs. The post-holder plays a key role in ensuring that the Doctoral College contributes strongly to REF environment preparations. The Head of the Doctoral College will be expected to provide the University with insight and direction on the development of strategic, institutional bids for doctoral training and fellowship awards to enhance Leicester's participation in and leadership of such awards.

Resources Managed

- Direct line management of a team of 9 staff
- Leading professional support for large, collaborative doctoral training applications, ensuring effective project management for submissions.
- Leading a team which delivers effective training and development support to researchers.
- Oversight of internal funding mechanisms for studentships and fellowships.

Main Duties and Responsibilities	% Time
<p>Work closely with the Directors of the Doctoral College and Research Services, PGR Directors and other relevant professional services to deliver a strategic and effective Doctoral College providing a positive experience for PGRs, research staff and ECRs in the University. This will include the following:</p> <ul style="list-style-type: none"> • Provide proactive support and facilitation to build opportunities for doctoral training partnerships and fellowships across the University and other institutions/industry or third sector partners, bringing together partnerships as necessary. This will include consideration of any institutional matched funding required. <ul style="list-style-type: none"> ○ Develop and coordinate appropriate processes to handle capped funding schemes, including development of criteria for internal competitions to select applications which will be submitted. ○ Allocate internal resources for studentships and fellowships and monitor their effectiveness in developing new collaborations and partnerships. 	20%



<ul style="list-style-type: none"> ○ Develop and deepen relationships with key funders which support doctoral training and ECR opportunities, gathering intelligence on forthcoming opportunities, directing these opportunities and following through with support to bring bids to fruition ● Coordinate all aspects of the PGR lifecycle across the University, from marketing and recruitment to completion, award of degree and careers, working with Professional Services and Colleges across the University and external partners. <ul style="list-style-type: none"> ○ Work with Marketing and Recruitment as well as Student and Academic Service teams to ensure effective management of the student lifecycle; ○ Draw together teams in RED (pre-award, post award, commercial contracts and research development), to ensure integrated and high quality processes and support for studentships from pre-award to completion and award; ○ Disseminate and promote good practice amongst staff working with PGRs (e.g. PGR Tutors, PGR Administrators, supervisors and examiners of research degrees); and research leaders/Pis working with research staff; ○ Develop and utilise data capture and reporting systems with regard to PGRs and research staff to inform institutional policy making. ● Line manage the Doctoral College team of 9 staff, providing leadership for this team, and being responsible for identifying and planning team members' training and development. ● Design, deliver and evaluate resources and training and developmental opportunities, both face-to-face and online, for PGR, research staff and ECR communities, including a Researcher Leadership Programme for early career researchers. ● Act as the lead for the HR Excellence in Research Award and any other similar relevant accreditations, ensuring that the accreditation is retained and a programme of work is established, delivered and monitored. ● Provide briefings and written reports for senior members of staff, including the PVC Research and Enterprise, Director of Doctoral College and Director of Research Services and/or Research Strategy, Policy and Performance Committee on relevant developments which may impact on the Doctoral College. This includes conducting, reviewing and reporting on key national benchmarking surveys e.g. PRES, CROS and PIRLS. ● Deputise as required for the Director of the Doctoral College, or the Director of Research Services on Doctoral College related issues on University Committees and external interest groups and meetings. ● Perform any other duties, as requested by the Director of the Doctoral College or the Director of Research Services which are commensurate with the seniority of the post. ● Set agenda and coordinate activities of relevant University committees relating to PGR and ECR/research staff matters ● As a member of the cross functional Senior Leadership Team of RED, influence and inform strategic direction and priorities for RED and participate in the planning of support for major initiatives. 	<p>20%</p> <p>20%</p> <p>15%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>2.5%</p> <p>2.5%</p>
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Internal and External Relationships

This role requires extensive working across all academic disciplines within the University and with senior staff to ensure that bids for doctoral training are prioritised and of a high quality. Work closely





with RED colleagues including the Research Grants Team, Research Finance and Contracts Team to ensure strong awareness of and compliance with operational processes. Extensive collaboration with the Doctoral College Office in Student and Academic Services to ensure regulatory and research degree process issues work smoothly, and support policy and regulatory discussions.

The post-holder will also be expected to have and further develop strong relationships with a wide range of funders of doctoral training and fellowship programmes in order to maximise the profile of the University of Leicester and to ensure timely information on future funding priorities. Developing relationships with potential partners will also be a key area of activity.

Engagement with the wider research management and Doctoral College community is also expected.

Planning and Organising

This is a significant leadership role which requires the post-holder to demonstrate a proactive and integrated approach to supporting PGRs, research staff and ECRs, supporting policy, planning and experience in relation to these groups. The role will require excellent interpersonal, influencing and facilitation skills, with the ability to manage scope, prioritise issues, identify dependencies and risks and assess time and resource constraints.

Qualifications, Knowledge and Experience

Essential

- A PhD or equivalent experience*
- Prior experience in a research management role, preferably in the HE sector.*
- Experience of developing and successfully implementing to deliver on the University's wider research strategy.
- In-depth knowledge of and experience of engaging with Research Councils and other funders in order to develop strategic relationships.*
- Experience of leadership during periods of change and proven ability to implement change to positive effect.
- Experience delivering a portfolio of effective training and development.
- Ability to plan and manage multiple projects and priorities.
- Good understanding of the challenges faced by ECR, research staff and PGR populations.

Skills, Abilities and Competencies

Essential

- Excellent oral and written* communication and presentation skills
- Proven leadership, management and mentorship skills, including the ability to work in a matrix management structure, developing relationships across teams
- Strong interpersonal skills, including the ability to interact with staff across the organisation and the ability to influence senior staff
- A strategic approach to leadership and the ability to motivate and enable the immediate and wider team to deliver against the Research Strategy.





- Demonstrable analytical skills and the ability to present complex information to inform decision making, including the production of effective briefing documents or reports for senior staff/Committees.
- Proficient IT skills, notably use of Word, Excel and PowerPoint applications
- Ability to develop strong relationships with key internal and external stakeholders, including major funders and strategic research partners.
- Proven ability to lead and work as part of a team, collaborating with others
- A strategic thinker with proven experience in identifying new opportunities and implementing new ways of working
- Ability to lead, work with and support people in a complex change environment, building productive and lasting internal and external working relationships and networks*
- A flexible and adaptable approach to work, with the ability to deal with high degrees of complexity and change

Desirable

- Demonstrable commitment to the wider research management community and your own continuing professional development.

****Criteria to be used in shortlisting candidates for interview***

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

