

Job Description

Doctoral College Manager (maternity cover)
Professional Services

Research Innovation and Business Engagement



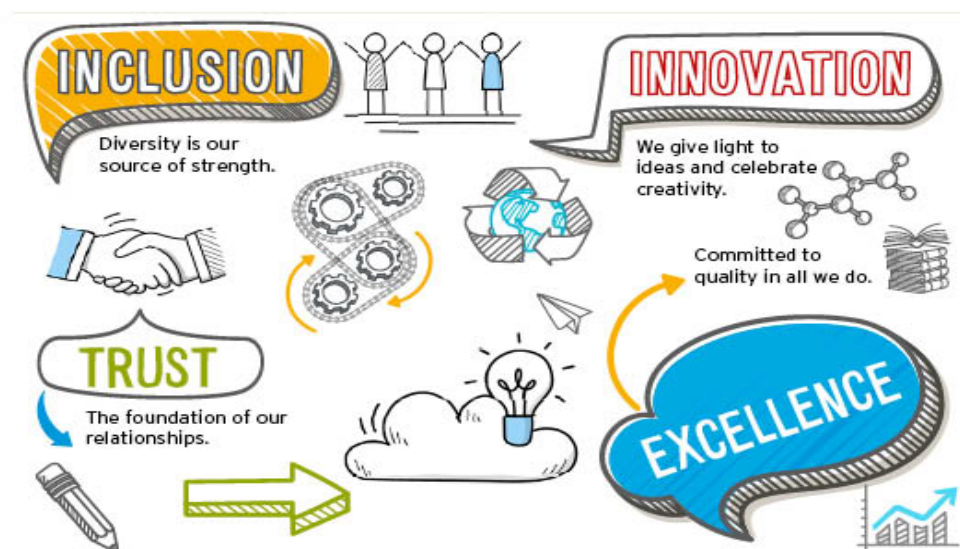
Brief summary of the role

Role title:	Doctoral College Manager
Grade:	8
Faculty or Directorate:	Research Innovation and Business Engagement
Service or Department:	Professional Services
Location:	Main Campus, hybrid
Reports to:	Associate Director Research Operations and Culture Dotted line to Director of Doctoral College
Responsible for:	Doctoral College Operations Team, line management of Doctoral College Coordinators
Work pattern:	FT, flexible working considered Occasional work at evenings or weekends in support of key events on the PGR student journey

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 6 qualification or relevant equivalent experience• Postgraduate or professional qualification or equivalent experience
Desirable	<ul style="list-style-type: none">• Membership of AHEP or equivalent

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience of working in higher education• Experience of PGR student administration• Experience of managing staff• Experience of using and supporting development a variety of IT packages and platforms to a high standard• Knowledge of Data Protection requirements• Ability to interpret, work and develop complex regulation and policy• Ability to maintain, analyse and present complex information and data
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	<ul style="list-style-type: none"> • Ability to prepare reports and deal with a wide range of correspondence and prepare and present appropriate responses, experience in effective and efficient stakeholders management including management of expectations and negotiation of milestones and targets. • Accuracy and attention to detail • Ability to prioritise and coordinate own workload, and that of others, managing own time and working to set deadlines • Excellent communication management and interpersonal skills, and ability to deliver exceptional customer service
Desirable	<ul style="list-style-type: none"> • Experience of working with PGR student-focused environments. • Track record of commitment to values of Equality, Diversity and Inclusion in context of PGR student provision

Personal attributes

Essential	<ul style="list-style-type: none"> • Excellent resilience • Management and leadership skills. • Experience in staff development and mentorship either formal or informal • Commitment to delivering excellent PGR student and research staff experience • Discretion, sensitivity and understanding of confidentiality • Commitment to continuing professional development of self and team
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	<ul style="list-style-type: none"> • Commitment to the University's values of excellence, inclusion, innovation and trust
Desirable	<ul style="list-style-type: none"> • NA

Main purpose of the role

The main purpose of the role is to provide operational leadership of the Doctoral College and delivery of relevant key performance objectives based on University's Research and PGR Strategies. In conjunction with the Director of the Doctoral College they will be responsible for PGR Programmes quality and assurance. In the first instance, this will be by providing assurance that all key operations are conducted and completed in a timely manner and in accordance with the University's policy and programme requirements.

The postholder will lead the operational management of postgraduate research (PGR) student. This may expand to include the Early Career Researcher (ECR) journey once the Doctoral College is fully operational and as resources/workloads permit. They will work closely with the Director of the Doctoral Training College, the Associate Director of Research Operations and Culture and the Research Culture team in evolution of the service. This will include development of a standardised PGR student supervision and assessment approaches, assuring effective and timely communication and equitable, transparent access to information for all stakeholders and PGR- focused activity management across the University.

They will lead the provision of high-quality customer service to PGR students, research staff and other stakeholders. They will foster and promote an inclusive culture of continuous improvement and development of the service accounting for the objectives of the University's Strategy of Equality Diversity and Inclusion.

Main duties and responsibilities

1. To provide leadership and line management for professional services staff involved in operation of Doctoral College under the leadership of the Associate Director for Research Operations and Culture and the Director of Doctoral Training College, ensuring that resources are appropriately allocated and that staff are enabled and empowered to pro-actively seek continuous improvement and development.
2. To be the institutional expert on PGR student experience, with a focus on the administrative journey by leading the design and implementation of high quality and effective PGR student experience management and associated processes.
3. To develop and implement a robust regulatory framework for PGR programmes with oversight from the Director of the Doctoral College, Pro Vice-Chancellors, and in liaison with Research Governance and Academic Quality and Teaching Excellence teams, and the Academic Registrar.
4. To collaborate with the Research Culture team to ensure effective and efficient management support processes across the range of PGR student and research staff focused activities within the University.

5. To ensure Doctoral College team, Research Leadership, student supervisors and assessors, work closely with the student records officers on data quality and validation for PGR student information.
6. To ensure that all supporting documentation and information for all PGR-related affairs is current and easily accessible on relevant internal and external communication platforms.
7. To lead and manage PGR student and research staff experience activity across the University. This will include, but not be limited to, the following areas of work:
 - In conjunction with the research culture team provide training to administrative staff, academic staff and PGR students on non-academic matters, new processes and developments, including developing training materials and delivering them
 - Provision of a comprehensive, up to date and accurate web presence for PGR students promoting PGR research culture and community to internal and external stakeholders
 - Overseeing the provision of high-quality management services in support of the University's membership of external PGR related consortia and supporting the development of new partnerships, agreements and collaborations
 - Ensuring that Doctoral College team develops and disseminates information, including regular reports and data analysis on students for relevant stakeholders
 - Ensuring that accurate, high quality and comprehensive programme and student records are maintained within the Student Record System (SITS) and other related data management systems and platforms
 - Overseeing and liaising with fees finance and credit-control teams on financial aspects of students' registration related to aggregated fees, stipends, scholarships and bench fees
 - Ensuring compliance with all University processes relating to PGR student management
 - Leading provision of high-quality support to academic and professional services staff associated with the Doctoral College and Research Leadership, including Director of Doctoral College, Outreach, Recruitment and Marketing and academic staff contributing to the PGR student journey; supervisors, mentors, assessors and examiners
 - Supporting engagement with all relevant process and procedures governing the PGR student journey and experience including, but not limited to, student appeals and complaints policy, academic misconduct, fitness to study and other
8. To oversee the Doctoral College Operations team in maintaining an administrative overview of all PGR students, ensuring relevant processes are adhered to, including attendance monitoring and pastoral support.
9. To ensure that Doctoral College team maintains appropriate overview of all aspects of PGR programmes portfolio delivery, and support the delivery of key programme management processes, including relevant monitoring, delivery of internships, placements and other aspects of PGR student experience based on relevant programmes' specifications including management of provision of training and

continuous professional development for PGR-related internal and external stakeholders.

10. To oversee the provision and operation of the PGR physical and virtual environments (e.g. PGR Lounge, SharePoint and Canvas environments), ensuring the provision of an exceptional PGR and research staff experience.
11. To keep abreast of national and global developments relating to PGR student experience and graduate outcomes and to advise the University accordingly.
12. To participate in University working groups, committees and fora as required.
13. To lead and / or contribute to projects relating to PGR student management and development or other areas of their experience, as required.
14. To develop and assure adherence with the PGR student journey processes from admission through to graduation, to liaise with and support PGR admissions team, to oversee admissions processes including management of the review of applications (proposals, interviews).
15. To work closely with colleagues in other parts of the Service and other Professional Services Directorates to ensure a cohesive and efficient PGR student administrative journey.
16. To support University-wide events and initiatives pertaining to the student journey, including, but not limited to, open days, applicant visit days, clearing, induction and enrolment and graduation. This may involve occasional working on weekends or evening
17. To undertake staff development and training as deemed appropriate.
18. Any other duties commensurate with the grade and nature of the post.
19. As a university citizen, support key student events throughout the year such as open days, clearing, enrolment, and graduation.