**ROLE DESCRIPTION**

**Associate Dean (Postgraduate Research)**

**Division of XXXX**

**General**

The Associate Dean (Postgraduate Research) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXX on matters related to postgraduate research programmes, and in accordance with the strategic directions and policies of the University. This role reports to the Pro-Vice-Chancellor (XXXX) and works closely with the Division’s Associate Dean (Academic), Associate Dean (Postgraduate Coursework) and the Dean, Graduate Research School.

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide support and advice to the Pro-Vice-Chancellor on academic developments for postgraduate research programmes (Masters research, PhD and named doctorates)
* Provide academic and administrative leadership in activities relevant to postgraduate research
* Have a strategic overview of postgraduate research programmes in the Division and provide input, leadership and support for Divisional/University strategic planning and development of postgraduate research programmes
* Support and monitor the postgraduate research programmes of the Division in relation to quality assurance, viability, and the implementation of University/Divisional policies and strategic plans
* Provide support to grow these programmes and monitor the marketing of these programmes

**Key Tasks**

* Work with Heads of Departments (Heads of Schools, Heads/Directors/Coordinators of Programmes) and Postgraduate Coordinators on postgraduate research matters
* Advise on the preparation and review of postgraduate research proposals and documents for the Division’s Academic Board and its pre-screening committee (Academic Proposals Committee /Academic Committee /Standing Committee /Academic Network)
* Be a member of the Divisional Academic Board and its pre-screening committee
* Provide oversight of Annual Programme Reports and Graduating Year Reviews of postgraduate research programmes in the Division, including adequacy of marketing
* Represent the Division on the Board of Graduate Studies
* Oversee the Postgraduate Scholarship programme for the Division, working closely with the Pro-Vice-Chancellor
* Review and approve PhD applications, research proposals and supervisory arrangements
* Review and approve PhD Progress reports
* Review and approve changes in research details and deferrals for PhD and Masters thesis students
* Represent the Division on the Graduate Research Committee and PhD Scholarships Panel
* Work closely with the Dean Graduate Research School and advise the Dean on Divisional postgraduate research matters
* Network with Associate Deans (Postgraduate) from other Divisions on a regular basis
* Be a member of Divisional working parties and committees as requested by the Pro-Vice-Chancellor
* Represent the Division at the University level on postgraduate research matters and on appropriate University Committees
* Act for the Pro-Vice-Chancellor in some formal duties when required
* Other duties as specified by the PVC, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (Postgraduate Research) will:

* be an experienced member of the Division’s academic staff with leadership skills and outstanding teaching experience and excellent research ability
* have an interest and experience in governance of academic programmes and strategic planning; and a sound knowledge of academic-related University policies
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Division

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy PVC (if position exists)
* Divisional Associate Dean Academic
* Dean, Graduate Research School
* Divisional Executive, including other Associate Deans at Divisional level (and within Schools or Programmes where exist)
* Deans, Heads of Departments, Heads of Schools, Heads of Programmes, Directors of programmes and Postgraduate Coordinators (as appropriate to the Divisional structure)
* Staff in the Divisional Office
* Academic and support staff and postgraduate students in the Division
* Divisional Specialist for University Board of Graduate Studies, Secretary to the Board, and Manager Academic Committees
* Associate Deans (Postgraduate) in other Divisions
* Managers in the Graduate Research School
* Deputy Vice-Chancellor (Academic)
* Deputy Vice-Chancellor (Research & Enterprise)
* Head of Office of Student Success
* Head of Student Experience, and Group Leaders as appropriate
* Director International Office
* Director Communications
* Director Marketing

**Division-specific Key Tasks**

**Commerce (currently 0.2 FTE) – called AD (Postgraduate Research)**

* Oversee the DBA programme
* Oversee induction processes for PhD and research Masters students
* Provide input into postgraduate research matters for departmental and programme reviews
* Assess applications for PhD Conference funding
* Act as the Divisional Library Liaison person
* Oversee the Division’s BARC event in conjunction with Divisional Office staff
* Provide input into accreditation documents as required, and participate in the accreditation visit programme