Loughborough
University

Doctoral Programmes Development Manager
(Maternity Cover, fixed term for 9 months or the earlier return of the postholder, whichever is soonest)
Job Ref: REQ17719

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Doctoral College and Research Office

Loughborough is one of the UK's leading research-intensive Universities with internationally recognised strengths. Our outstanding research generates globally important work that is driven by society's need for solutions to real-life issues. In June 2016, Senate approved our ambitious new plans for research known as the CALIBRE (Collective Ambition at Loughborough for Building Research Excellence) framework. CALIBRE is an inclusive, comprehensive and forward-looking articulation of the research component of the University's Building Excellence strategy. Building Excellence sets out our ten-year vision in which research, teaching, enterprise and sport are integrated within four central themes. At the heart of the CALIBRE framework are the diverse but focussed research strengths driven by all 10 of our Schools, including our newly opened campus in London on the Queen Elizabeth Olympic Park.

The Doctoral College (formerly Graduate School) plays a key role in supporting, developing and maintaining a vibrant community of doctoral researchers at Loughborough, its key aims are to maintain a healthy population of doctoral students through attracting externally funded studentships, and building partnerships, and through the administration of internally funded studentships and to provide those students with a world-class, privileged and highly networked experience at Loughborough. Core members of the Doctoral College staff are affiliated to Professional Services, including the Research Student Office (Academic Registry), Centre for Academic Practice and Research Office, ensuring a seamless approach to doctoral training across key functions.

The Research Office has a key role in the implementation of the CALIBRE framework along with academic Schools. The Research Office manages and supports the growth of the University's research portfolio, to advance the University's reputation for world-class research. The Pro Vice Chancellor for Research (PVC-R) has strategic responsibility for Research, including the CALIBRE framework. Other Research Office roles, which report to the Deputy Director of the Research Office, support the Beacon, Global Challenges, Ambition and Adventure areas of CALIBRE as well as broader research development activity and there will be close interaction and joint working around Doctoral Programme development.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose
The post-holder, as part of the Doctoral College team, will be instrumental in facilitating the diversification of income to maximise postgraduate studentship funding for the University and will support the implementation and management activities around doctoral training following the award of a doctoral training grant or other studentship funding. Key responsibilities of the post-holder will be to seek and secure income streams to support doctoral research students and will include the development of regional, national and international partnerships with industry, sponsors, UK higher education partners, Research Councils, self-funding students, and, where appropriate, philanthropic donations. This will form an integral part of the delivery plan for CALIBRE.

The post-holder will oversee and/or coordinate the application process for doctoral training grants and other funding opportunities and will represent the institution on appropriate external management and implementation

groups. They will lead and support academic and professional services colleagues to effectively deliver doctoral programme commitments. As additional funding streams are secured, the post-holder will be pro-active in managing the relationship with our funding partners, and coordinating the agreed programmes of delivery. A key activity will be the leadership and management of staff undertaking work with specific external partners, who will also be based in the Research Office and Graduate School. This includes an ERA Skills Coordinator role yet to be appointed, and a temporary post working on the UK Collaboratorium for Research in Infrastructure & Cities (UKCRIC) doctoral training partnership.

The postholder will also pro-actively manage and coordinate existing Centres for Doctoral Training (CDT) and Doctoral Training Programme (DTP) activity, to enhance effectiveness, opportunity sharing and good practice to ensure that obligations for delivery are met, whilst sharing best practice across Loughborough's doctoral training programmes. The role will also work with colleagues, including within the Research Student Office, to pro-actively manage and monitor internal studentship spending across the institution, to increase the part-time PGR student population and other programmes to address the pipeline to PGR study such as 1+3 programmes.

The postholder will take a lead in the project and financial management of Doctoral Training Partnerships and internal studentship funding, generating, and providing management information in collaboration with Planning and Finance as needed. They will participate in providing strong governance for postgraduate research at Loughborough.

The postholder will manage Doctoral College schemes such as vacation bursaries and International Summer Research projects, in addition to administering any internal competitions relating to doctoral funding.

A member of the Doctoral College, the post-holder will be managed through the Research Office whilst working closely with Research Development Managers, and with the Senior Assistant Registrar in the Research Student Office (Academic Registry) on matters relating to the PGR lifecycle, and other members of the Doctoral College.

Job Duties
Doctoral Programmes Research Development
- Lead the strategic bidding for, coordination and management of a range of doctoral programme activity, including Research Council partnerships, regional, national and international and charitable partnerships.
- Liaise closely with academic and professional services colleagues across the University to identify and facilitate engagement with opportunities for funding doctoral training, including the development of research proposals for doctoral training.
- Contribute to the development of relationships with potential research funders (where appropriate via the funder strategy/development groups or internal funder Peer Review Colleges), in the private, public and voluntary sectors, and to be proactive in identifying new opportunities for academic colleagues to engage with such organisations in relation to Doctoral Training activity.
- To support and lead as required key projects requiring research development input around doctoral programmes, for example regional activity in relation to the Midlands Innovation partnership, Energy Research Accelerator (ERA) and the UK Collaboratorium for Research in Infrastructure & Cities (UKCRIC) other key national and international activities.
- Manage staff working on the development of key doctoral training projects such as ERA and UKCRIC, playing a lead role in the development of key strategic partnerships around Doctoral training.
- Horizon-scan to identify future funding opportunities and co-ordinate processes and activity to fully realise key openings as they emerge. Keep up to date on new policy developments and funding programmes, cascading information via appropriate media and networks.
- Play a lead role in the scoping and preparation of major multi-disciplinary and/or strategic funding applications relating to Doctoral Training, this may also include smaller scale applications such as CASE and collaborative doctoral awards.
- Provide strong leadership and coordination of Doctoral Programmes such as Doctoral Training Partnerships, Centres for Doctoral Training and other doctoral partnerships as well as internally funded programmes to harness their collective capability, to ensuring funder requirements are being met, and effective good practice is being shared, contributing a world class experience for doctoral researchers.
- Play a lead role, working with Schools, Planning, Finance and other relevant sections, to pro-actively manage and monitor internal studentship spending across the institution.
- Manage Doctoral College schemes such as internal funding calls, Santander Mobility Scholarships, vacation bursaries and international summer research projects.
- Contribute to addressing the pipeline of high quality students into Postgraduate Research Study both at Loughborough and London campuses, including strategies to increase the part-time doctoral student populations, and other programmes such as 1+3 programmes.

- Develop networks internally and externally to enable academics to identify and development additional opportunities for funding of doctoral training, including organising workshops and events. Where appropriate these will be in conjunction with other relevant professional services e.g. training in conjunction with the Research Student Office (Academic Registry) Research Development team and Centre for Academic Practice, external events with Marketing and Advancement.
- Work closely with a range of colleagues to ensure synergy with activity in schools, including: Associate Deans for Research, Directors of Research Degree Programmes, and other staff based in schools.
- As part of research development activity, work with Enterprise Office colleagues to support the formation and/or enhancement of partnerships with business, public and voluntary organisations around Doctoral Training. Work with colleagues in the Enterprise Office on one-off specific projects, and areas of complementarity (e.g. Innovate UK bids).
- Play a lead role in the management of relationships with external project partners around Doctoral training.
- With appropriate support, ensure that external funding agreements around Doctoral Training are robust, and contribute to dealing with any problems that may arise as a result of external agreements/partners.
- Contribute to the drafting of agreements for joint doctoral training programmes.

General Duties
- Represent the Doctoral College, Research Office and University internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as appropriate.
- Engage with and support training programmes in the University.
- Develop resources and web content to support the remit of the Doctoral College, Research Development team and CALIBRE programmes.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Researcher Development, (Doctoral College and Research Office), with close interaction with Director Doctoral College and Senior Assistant Registrar (Research Student Office, Academic Registry).

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.
Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience and understanding of the national and international research funding environment including UK Research Council policies and developments in relation to developments in doctoral programmes	1,3
	Experience of writing for research, for example high quality research bids or research papers	1,3
	Significant experience of interaction with external partners and maintaining a network of contacts	1,3
	Experience of adapting own skills to new circumstances	1,3
	Understanding of HEI research agendas	1,3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1,3
	Knowledge of higher education training and skills agenda	
Skills and abilities	Ability to confidently and appropriately represent the University at a senior level with a range of external stakeholders	1,3
	Excellent project management, financial and ICT skills	1,3
	Strategic thinking skills, particularly with regard to matching University objectives to external opportunities, and ability to developing creative approaches to problem solving	1,2,3
	Proven credibility in working with academics and senior administrators	1,3
	Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative and manage own time with competing demands	1,3
	Excellent interpersonal, team working, networking, presentation and communication skills including evidence of skills of persuasion and diplomacy	1,2,3
	Ability to be pro-active during change and willingness to keep up with developments in HE and own area of expertise	1,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to identify, implement and realise developmental opportunities	1,3
	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,3
	Has or is able to acquire practical knowledge of the PGR student lifecycle	1,3
	Excellent analytical skills with the ability to interpret and disseminate	1,3

	information from complex strategic documents and funding calls	
Training	Demonstrate evidence of having undertaken further training	1,3
Qualifications	A good honours degree or equivalent	1,3
	A postgraduate degree or equivalent relevant experience	1,3
Other		

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with the postgraduate agenda in HE	1,3
	Knowledge of the Quality Assurance Agency's UK Quality Code, in particular in relation to doctoral studies	1,3
	Experience of supporting and drafting collaborative research funding applications with a proven ability to support and contribute to writing successful, high quality research proposals	1,3
	Understanding of UK PGR administration and expectations	1,3
	Substantial relevant experience in an academic/business liaison role	1,3
	Proven ability to effectively lead, support and develop a team	1,3
Skills and abilities	Ability to manage complex research-related budgets	1,3
Qualifications	Project management qualification	1,3
	A PhD or equivalent relevant experience	1,3

Conditions of Service

The position is full time and for fixed term for 9 months or the early return of the postholder, whichever is soonest.

Salary will be on Management and Specialist Grade 7, (£39,324 - £46,924) per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html

In addition, the University is supportive, wherever possible, of flexible working arrangements.
We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see http://www.lboro.ac.uk/services/hr/athena-swan/

Informal Enquiries

Informal enquiries should be made to Dr Kathryn North, Head of Researcher Development by email at k.north@lboro.ac.uk or by telephone on 01509 228385.

Applications

The closing date for receipt of applications is **4 September 2017.**