

University Dean for PGR students

The University Dean for PGR Students will be responsible and accountable to the PVC Research, Innovation and Enterprise (primary), PVC Education and Student Experience (matrix) within the framework of the University's overall strategy, policies, and procedures, for the University's PGR Student activities, as follows:

Main Duties

Developing Cardiff's Graduate College (PGR element)

- Working closely with PVC-RIE, PVC-ESE, Future Research Service, PS, schools, colleges, student representatives and stakeholders, support the development of an academic vision and organisation for the new Graduate College (PGR element) and a distinctive "Cardiff offer".
- Working with PS, project management and PVCs, support development of new programmes and recruitment approaches to increase the number of PGR students, including but not restricted to considering part time provision, industry engagement, international provision (in consultation with PVC international), philanthropy (in consultation with DEVAR) and approaches to increase the number of CDTs / DTPs.

Academic delivery

- Ensure robust, efficient and effective governance is maintained in support of an outstanding student experience, benchmarking overall performance against a range of relevant KPI and working closely with PGR leadership and student across academic disciplines.

Responsibilities

- Support the development of the Graduate College (PGR element) in alignment with PVCs, PS and Cardiff's transformation agenda.
- Provide academic support and leadership of governance for the operational Graduate College (PGR element).
- Support new programme development aligned to a unique Cardiff PGR offer, working with Colleges and PVCs.
- Support new approaches to increasing PGR numbers including approaches to CDTs/DTPs and cohort training.
- Manage policy for the strategic use of resources for PGR training, working closely with other Deans aligned to Colleges and International as required.
- Ensure robust, efficient and effective governance is maintained in support of an outstanding student experience, benchmark performance against KPI.
- Enable PGR activity to be strongly and appropriately embedded in RIE, ESE and international portfolios.
- Widely engage with students, SU, stakeholders and partners to ensure integrity.

Key Competencies, Capabilities and Experience

- Postgraduate degree at PhD level or equivalent experience.
- Demonstrable knowledge, experience and vision concerning PGR processes, student experience, research culture and supervision environments.
- Ability to work collaboratively and effectively in a project framework context, supporting change in a complex environment with competing demands, in line with Cardiff's new 2035 strategy and transformation.
- Ability to work at pace working with a focus on engagement and delivery while maintaining appropriate quality levels.
- Experience of maintaining quality assurance and outcomes, with the ability to promote continuous improvement.
- Strong leadership capabilities with a focus on performance, efficiency and KPI.
- Close working with professional services, academic staff, students and Executive board leadership to promote and deliver high quality services.
- A strong communicator with an ability to listen, engage and cocreate positive solutions, taking people with you.
- An ability to persuade and influence, including handling of conflicting views where consensus is not available and challenging decisions are necessary.
- Strong ambassador with networking skills, both internally and externally, with a view to developing and retaining sector leading practices.

Attributes and Skills

- Strong interpersonal and team leadership skills with the ability to inspire and motivate others and develop effective working relationships.
- A skilled problem solver, with the ability to display initiative, contribute new ideas and confidently evaluate current practices, structures, systems and processes and manage change.
- Ability to represent the University at a senior level, internally and externally.
- Excellent oral and written communication skills, with ability to create and communicate a clear vision and inspire in others a sense of direction and purpose.
- A good working knowledge of the University's academic planning processes, governance, policy and operations and their bearing on international activities.

This role will be 0.8FTE and fixed term for three years. The role holder will receive an annual one-off non-pensionable allowance of £6,000.