

Job Description and Person Specification

JOB DESCRIPTION

Post title:	Manager – Doctoral College Professional Development Programme		
Academic Unit/Service:	Centre for Higher Education Practice		
Faculty:	Faculty of Social Sciences		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
*ERE category:	n/a		
Posts responsible to:	Director of CHEP & Doctoral College Director		
Posts responsible for:	L3 Administrative Officer		
Post base:	Office-based		

Job purpose
To provide specialist advice and expertise to academic disciplines, Faculties, the Doctoral College and CHEP in the area of doctoral researcher development and related strategy/policy/practice. To manage the Doctoral College Professional Development Programme and delivery of associated events and activities. To represent the Doctoral College and the University and liaise with the wider sector in the context of doctoral researcher development.

Key accountabilities/primary responsibilities	% Time
1. Use specialist knowledge and experience to develop, lead and manage the Doctoral College Professional Development Programme, contributing to policy-shaping around researcher development within doctoral programmes and enabling the Doctoral College to contribute to delivery of the University Strategy and objectives.	45 %
2. Oversee the delivery of Doctoral College events and activities, e.g. 3 Minute Thesis, Festival of Doctoral Research; and lead on the development of new initiatives in support of doctoral researchers, collaborating with academic and professional service colleagues.	25 %
3. Provide lead advice on doctoral researcher development and related issues to the Doctoral College Director and Board, senior colleagues in CHEP and other key University stake-holders (as member of Doctoral College Board and its Professional Development Sub-Committee and via representation on other committees/groups as appropriate).	10 %
4. Represent and promote the Doctoral College to other areas of the University and externally within the wider sector, maintaining professional/specialist links with eg. Vitae, UKCGE. Identify and share best practice in the researcher development context, to inform and ensure the effectiveness of Doctoral College activities.	5%

Key accountabilities/primary responsibilities	% Time
5. Advise on the development and maintenance of processes, systems and databases to support the efficient delivery, monitoring and enhancement of the Doctoral College Programme, meeting the needs of all stakeholders (researchers, Graduate Schools, Doctoral College, CHEP, University, external bodies).	5%
6. Lead on resource and budget planning for the Doctoral College Programme and associated events and manage the budget to ensure maximum value is delivered.	5%
7. Undertake other tasks/duties as required by the line-manager and the Doctoral College Director, in consultation with the post holder.	5%

Internal and external relationships
<p>Relationship lines:</p> <p>Internal: Doctoral College Director and Deputy Director Doctoral College Manager and Digital Communications & Marketing Officer PGR Harmonisation Project Officer Colleagues in CHEP Faculty Graduate School and CDT Directors Faculty Graduate School teams Academic supervisors Colleagues in Careers, University Library, Research & Innovation Services, iSolutions Coaching & Training, Public Engagement with Research unit, Public Policy/Southampton.</p> <p>External: Vitae UK Council for Graduate Education (UKCGE) Society for Research into Higher Education (SRHE) Research Councils</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of a professional qualification or postgraduate degree</p> <p>Knowledge & experience of Higher Education systems, structures and current priorities, particularly with reference to doctoral researchers.</p> <p>Proven experience of managing.</p> <p>Able to appreciate University priorities and to apply these in managing work outcomes.</p>	<p>Membership of relevant professional body.</p> <p>PRINCE2 or similar project management qualification.</p> <p>Knowledge and experience of research funding bodies and their requirements in respect to doctoral programmes and researcher development.</p> <p>Experience of designing and developing training programmes and/or large scale events, ideally in a research context.</p>	
Planning and organising	<p>Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.</p> <p>Budget-holder experience (financial planning and management), including familiarity with University of Southampton processes/systems.</p>	<p>Experience of co-ordinating activities which involve multiple stakeholders and contributors</p>	
Problem solving and initiative	<p>Able to identify broad trends to assess deep-rooted and complex issues.</p> <p>Able to apply originality in modifying existing approaches to solve problems.</p>		
Management and teamwork	<p>Able to manage team dynamics, ensuring any potential for conflict is managed effectively.</p> <p>Able to formulate development plans for own staff to meet current and future skill needs.</p> <p>Able to provide expert guidance and advice to colleagues to resolve complex problems.</p>		
Communicating and influencing	<p>Able to persuade and influence in order to foster and maintain relationships with colleagues at all levels and across services/disciplines.</p> <p>Proven track record of effective communication and diplomacy skills</p> <p>Able to resolve tensions and difficulties as they arise.</p>		
Other skills and behaviours			
Special requirements	<p>Out of hours working may be necessary on occasional dates during the year for the delivery of events</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			