



## Graduate School Manager

**Reference:** EHA1992-0123  
**Salary:** £36,386 - £40,931 per annum  
Grade 8, Points 31–35  
**Contract Type:** Permanent  
**Hours:** Full Time (36.25 hours per week)  
**Location:** Ormskirk  
  
**Accountable to:** Dean of the Graduate School  
  
**Reporting to:** Dean of the Graduate School

## About the Role

You will be a member of the Graduate School management team which is led by the Dean of the Graduate School. You will be responsible for managing the team that provides administrative support for all areas of activity of the Graduate School. You will also be responsible for proactively initiating, designing, managing, evaluating, and reporting on Graduate School strategic and developmental projects in line with Graduate School, and relevant institutional, strategic priorities. You will be expected to take a proactive approach to ensuring that Edge Hill both reflects and contributes to shaping best practice in relation to the postgraduate researcher experience and researcher development. You will achieve that by engaging closely with key external agencies to ensure that Edge Hill is not only alert to developments within the sector for benchmarking purposes, but also contributes to developments in the sector as a direct result of this role.

You will contribute to researcher development and doctoral training by designing, delivering, and evaluating sessions and events in relation to your areas of expertise. You will be expected to produce print and digital resources and contribute to projects, working groups, committees, and initiatives relevant to the role. That will involve developing good working relationships and networks across the University and elsewhere across the sector.

You will also be responsible for designing and implementing an approach to pre-doctoral research and recruitment that will help us widen participation in research degrees and address equality, diversity and inclusion in all areas of Graduate School activity. You will be the Graduate School's lead in relation to all matters of academic quality enhancement. You will also be expected to be able to contribute to research in doctoral education, working with academic colleagues in the Graduate School and elsewhere in the institution. The Graduate School is a relatively small but dynamic team which is responsible for research degrees and researcher development across the University. You must be flexible and responsive to the demands of the team, postgraduate researchers, and academic colleagues to provide an excellent experience for all, but you will also be part of a management team making strategic decisions and planning development of research degrees, researcher development, and the Graduate School.

## Duties and Responsibilities

### Main duties of the post

1. Participate in and accept responsibility for the management and development of the University.
2. Make an effective contribution to the strategic development of the University and its administrative infrastructure.
3. Effectively contribute to and serve as appropriate on internal committees, working and advisory groups.
4. Support the University's further development and respond to the needs generated by its strategic and operational objectives.
5. Actively promote and support effective communication in all aspects of the work of the University.

### The specific responsibilities associated with the post are to:

6. Design new administrative processes where required and manage the operationalisation of all existing administrative process in relation to research degrees and the functioning of the Graduate School.
7. Lead the University's annual process review in relation to research degrees, evaluating current systems and processes and using expert knowledge to propose improvements to the Dean, Research Degrees Sub-committee, and the Graduate School Board of Studies as necessary.
8. Design and implement an approach to pre-doctoral research and recruitment that will help us widen participation in research degrees and address equality, diversity and inclusion in all areas of Graduate School activity while also managing research degree recruitment more widely.
9. Act as project manager for all Graduate School fixed-term projects, proactively initiating, designing, managing, evaluating and reporting on Graduate School strategic and developmental projects in line with Graduate School, and relevant institutional, strategic priorities. Also, project manage all Graduate School events.



10. Give approval, on behalf of the Dean, in relation to a range of matters for which the Graduate School has authority and make expert decisions and judgements in relation to the application of regulations and guidance in particular cases.
11. Act as the Graduate School's lead in relation to all matters of academic quality enhancement.
12. Proactively contribute to the development and maintenance of the University's academic quality management strategy through ownership of the chapter of the Quality Management Handbook on research degrees and advise associate deans, research degree supervisors and heads of academic departments on procedural requirements in accordance with the Research Degree Regulations and the University's Quality Management Handbook.
13. Support the Dean and Associate Dean in relation to setting and managing the Graduate School budget.
14. Design and deliver training, induction and information sessions for staff and postgraduate researchers on matters of process.
15. Design and deliver small-group workshops and larger-group classroom-based and online sessions for postgraduate researchers as part of the Graduate School's programme of postgraduate researcher development sessions and contribute to the planning of the researcher development programme.
16. Produce print and digital postgraduate researcher development resources.
17. Contribute to projects, working groups, committees, and initiatives relevant to the role. This may include being a member of Research Degrees Committee, the Graduate School Board of Studies, the Graduate School Bursary Fund panel, and being the Graduate School representative one of the faculty research committees.
18. Provide leadership in the execution of the University's research degree strategy, building effective and highly positive relationships and contacts across the Edge Hill University research community to develop knowledge, provide effective support to PGRs and supervisors, facilitate the exchange of information and effectively promote Graduate School initiatives.
19. Proactively build, manage and participate in external networks across the sector, including other higher education providers, collaborative partner organisations, sector organisations and relevant professional bodies, in order to establish and maintain a high level of understanding of the researcher development agenda, including doctoral education, and to proactively contribute to the development of initiatives across the sector and thereby increase and enhance the University's national profile.

20. Take responsibility for applying and disseminating knowledge gained through (14) above to senior managers and staff across the University, leading the development and enhancement of research degree and researcher development processes.
21. Undertake research into new developments, approaches and good practice across the sector and work with academic colleagues to contribute to research outputs on doctoral education and researcher development.
22. Attend external meetings and conferences and provide feedback on those events to inform the development and enhancement of practice in the Graduate School and the wider institution.
23. Design and deliver training for research degree supervisors.
24. Contribute to the evaluation of the support given to postgraduate researchers, provide data/statistics, reports, and feedback as necessary to ensure the support meets the changing needs of the postgraduate research population.
25. Manage the development and operationalisation of strategies and processes in relation to governance, policy and regulations related to research degrees, including the requirements of the Office for Students, the Office of the Independent Adjudicator, funding bodies and professional organisations as required.
26. Design a research degree alumni strategy and manage associated communications and events.
27. Line-manage the administrative team in the Graduate School (2x Research Degree Administrative Co-ordinators & 2x Research Degree Administrators)
28. Lead and proactively provide management and oversight of Graduate School secretarial services to relevant committees, ensuring highly effective administrative support.
29. Manage the implementation of information management systems.
30. Brief and advise the Dean, Associate Dean and PVC (Research) in relation to emerging research degree and researcher development agendas within the sector in order to inform strategic planning. This will involve:
  - a. Taking responsibility for developing and maintaining expert specialist knowledge of the requirements of relevant developing agendas within the sector and relevant national policies.

- b. Critically evaluating the impact of such policies on the University's strategies for the development of research degrees and researcher development.
  - c. Selecting from and utilising a range of appropriate methodologies to manage complex data and produce specialist reports and position papers to a high standard to inform executive and deliberative decision-making.
  - d. Using expert judgement in formulating advise.
  - e. Synthesising and analyse a range of complex qualitative data to produce concise and authoritative briefing papers.
  - f. Summarise detailed and complex academic debates and specialist discussions.
  - g. Produce finished reports to a high professional standard for committee consideration and approval and to inform the production of audit trails.
31. Undertake other duties, commensurate with skills and experience, as required by the Dean of the Graduate School.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers



Edge Hill  
University

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	Research Degree	*		A
2.	Doctorate		*	A
3.	Teaching qualification		*	A
4.	Membership and accreditation of professional bodies relevant to this role		*	A
<b>Experience and Knowledge</b>				
5.	Experience working in higher education	*		A
6.	Experience of designing, developing and maintaining high-quality administrative processes and records, and managing complex information in an accessible, efficient and robust manner	*		S/I
7.	Experience of testing and implementing an academic information system	*		S/I
8.	Knowledge and understanding of external bodies' (e.g., the QAA, Association of University Administrators, AdvanceHE, UKCGE, Vitae, research funders) documentation on research degrees and researcher development and experience of engagement with some of those external bodies	*		I/P
9.	Experience of designing, delivering, and administering training & development/programmes of events for colleagues and/or students	*		S/I
10.	Experience of designing and conducting research	*		S/I



11.	Experience of acting as secretary to a committee	*		S/I
12.	Knowledge and experience relevant to informing the development of strategies and processes in relation to governance, policy and regulations related to research degrees	*		I/P
13.	Advanced knowledge of academic quality processes and experience of research degree processes	*		I/P

### Abilities and Skills

14.	Ability to co-ordinate and assess the work of others and plan the deployment of human resource in the most efficient and effective way to meet strategic goals	*		S/I
15.	Excellent communication, interpersonal and networking skills, as necessary to manage a team effectively and to build good working relations at all levels of the University and outside the University	*		S/I
16.	Ability to contribute to research in doctoral education	*		S/I
17.	Ability to work effectively under pressure to meet internal and external deadlines	*		S/I
18.	Excellent written and oral communication skills, including the ability to analyse, synthesise, summarise, and clearly present complex information	*		I/P

## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

***Application > Shortlisting > Interview > Outcome***

For informal enquiries about this vacancy, you may wish to contact: Dr Leon Culbertson, Dean of the Graduate School, at [culbertl@edgehill.ac.uk](mailto:culbertl@edgehill.ac.uk)

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*