UNIVERSITY OF BIRMINGHAM

Director of Postgraduates (PGT)

Role description

This is a senior strategic role responsible for developing the University's ambition as a sector leader in PGT provision. The Director of Postgraduates (PGT) role reports directly to the Dean of Postgraduate Studies, is aligned with the senior education leadership team, and works closely with colleagues across Colleges and Corporate Services. The role is designed to support the Dean of Postgraduate Studies in implementing the University's wider PG strategy and ensuring PGT students have an outstanding education experience.

Duties

Working alongside the Director of Postgraduates (PGR) in the capacity of Deputy to the Dean of Postgraduate Studies, the role encompasses a range of activities including;

- Leading the development and delivery of PGT strategy as part of the wider PG strategy.
- Coordinating the different elements of the PGT student life-cycle to ensure we offer a consistently high-quality student experience supported by effective quality assurance mechanisms.
- Representing the interests of PGT students in university policy-making and in any future developments in the University Graduate School.
- Advising on the delivery and development of the PGT recruitment strategy
- Supporting the successful delivery of key UGS operational activities such as: PGT Welcome; flagship development events; chairing key UGS-managed selection panels (e.g. Westmere Scholarships);
- Working with the Director of Postgraduates (PGR) to develop a strong bridge between PGT and PGR student experience.
- Deputising when necessary for the Dean of Postgraduate Studies in chairing a new University Graduate Teaching Board to bring together college leadership (and other stakeholders from across the University) to develop PGT provision, support best practice, and assure quality.
- Representing the University, and the UGS nationally and internationally (e.g. U21 events, UKCGE conferences) as appropriate.
- Deputising for the Dean of Postgraduate Studies as appropriate.

Person specification

Able to demonstrate:

1. Substantial academic and operational knowledge, experience and success in leading and managing PGT programmes and supporting PGT students.
2. Knowledge and understanding of the specific educational requirements of successful PGT study/experience in and commitment to supporting the needs of an international and diverse PGT student community.
3. An understanding of the impact of the external regulatory context on PGT provision.
4. An interest in innovation in PGT provision.

Further Information

The post is for a duration of 3 years at 0.5fte and will attract and honorarium and performance award (subject to meeting or exceeding PDR objectives).