

JOB DESCRIPTION
Vacancy Ref: A2550

Job Title: Director of the Doctoral Academy	Present Grade: 9
Department: Vice Chancellors Office	
Directly responsible to: PVC Education	
<p>Major Duties:</p> <p>The purpose of this role is to lead implementation of the recommendations from the University's PGR review and to lead development of the proof of concept for the Doctoral Academy. You will begin to operate the Doctoral Academy in its mission to provide oversight of PGR training and development and improve delivery for PGR students. By the end of the 2-year appointment, you will be expected to have made further recommendations for the longer-term vision, mission and operation of the Doctoral Academy.</p> <p>You will report to the PVC Education and will work closely with Faculty Postgraduate Associate Deans, the PVC Research and Enterprise, the Director of Students, Education and Academic Services and other colleagues in Faculties and in Professional Services, as appropriate, across the University. You will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> - To lead on implementation of the recommendations from the University's PGR review through the development of an institutional action plan. - To lead on development of the proof of concept for the Doctoral Academy. - Through the development of the proof of concept, develop co-ordinated oversight of the University's PGR training and development provision. - To work with academic and professional services staff, both centrally and in Faculties, and the Students' Union to identify synergies in PGR delivery in order to improve the PGR experience and outcomes at Lancaster. - To Chair the PGR Advisory Group, an advisory group to the PVC (Education) and PVC (Research and Enterprise), for the development and enhancement of the University's PGR activities. 	

PERSON SPECIFICATION
Director of the Doctoral Academy
Vacancy Ref: A2550

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Qualifications, experience and knowledge		
Experience of leadership in higher education with demonstrable examples of the ability to shape and influence direction at department level and beyond	Essential	Cover letter, CV and Interview
A comprehensive understanding of the opportunities and challenges currently facing PGR education , including its quality assurance, standards and enhancement	Essential	Cover letter, CV and Interview
Demonstrable experience of effective operational and resource management	Essential	Cover letter, CV and Interview
Skills and Abilities		
Ability to translate strategy and vision into practical plans and action for implementing change through a diverse range of teams	Essential	Cover letter, CV and Interview
Ability to collaborate internally and externally, and to establish effective partnerships with stakeholders at all levels	Essential	Cover letter, CV and Interview
Attributes		
Commitment to own continuing professional development	Essential	Cover letter, CV and Interview
Commitment to the University's values and strategic vision	Essential	Cover letter, CV and Interview