

College Dean for Postgraduate Studies

The Dean for Postgraduate Studies will be responsible and accountable to the Pro Vice-Chancellor: International and Europe, Pro Vice-Chancellor: Student Experience & Academic Standards and the Pro Vice-Chancellor: Head of College. Working within the framework of the University's overall strategy, policies and procedures, the Dean will provide academic leadership for the quality of the student experience, academic standards, student satisfaction, student voice and employability for all postgraduate programmes of study (taught and research) within the College. The Dean will contribute to institutional level activities, including leading on cross-university strategic themes / projects, with a particular focus on supporting the University's ambitions to increase postgraduate taught and postgraduate research students, including supporting a growing, international student body. The Dean will provide leadership for postgraduate student recruitment, working closely with the College International Dean, academic schools and wider College team. The Dean will be required to collaborate effectively with other education Deans and professional service leads from across the University to shape, drive and enable the development and implementation of the University strategy.

The Dean will be a member of the College Board.

Key aspects of the role include:

1. Contributing to the development and delivery of the University strategy as it applies to postgraduate students, including leading on cross university themes / projects;
1. Supporting academic schools within the College to develop and deliver postgraduate action plans that are aligned to the institutional strategy;
2. Be a high profile champion for postgraduate studies across the College and University;
3. Promoting the development of learning and teaching excellence, including assuring and enhancing the quality of the postgraduate student experience across at the College;
4. Working with available data / evidence to understand what makes a difference to student experience, satisfaction and outcomes, including paying particular attention to differences in experience, satisfaction and outcome of postgraduate students;
5. Taking a lead on postgraduate student voice and partnership activities for the College, including liaison with the Students' Union and student academic representatives;
6. Strategic oversight of the portfolio of postgraduate programmes within the College, including but not limited to undertaking annual and periodic reviews of the portfolio to ensure it meets the University standards;
7. The implementation of the University's processes for programme approval and review within the College and its Schools, including strategic oversight of accreditation by professional and statutory bodies where appropriate;
8. The implementation of the University's assessment processes and frameworks, ensuring they promote high academic standards and maintain the quality of the Cardiff University degree;
9. Academic leadership of College postgraduate recruitment and admissions, including oversight of the University's widening access activities within the College and Academic Schools;
10. Leadership of curricular and extra-curricular developments to support postgraduate student employability within the College, working closely with the University Dean for Employability;
11. Identifying and supporting opportunities for cross-School, cross-College and international collaboration in postgraduate provision;
12. Leading the pursuit of major external funding calls for postgraduate research within the College, coordinating the preparation of large-scale PGR funding bids, supporting doctoral training centres and partnerships and actively developing and implementing strategies to

- grow external funding for postgraduate research through collaboration with industry, charities and public sector;
13. Increasing College and institutional awareness of, and engagement with, new approaches to doctoral training across the sector, developing and overseeing cohort training initiatives within the College.
 14. Representing the College / University as a member of appropriate University and external committees and steering groups, including the University's Doctoral Academy.

Key Competencies, Capabilities and Experience

- Strong academic track record in postgraduate teaching , programme development and of working to develop the student experience
- An established track record of successful PGR supervision and contributions to improvement of the postgraduate student experience
- A track record of gaining external funding for PGRs and an in-depth knowledge of the funding priorities and strategies for PGR of the Research Councils and other key funders
- A sound understanding of the external environment, issues, trends and developments within the area of postgraduate education and funding, across the breath of subject disciplines
- Demonstrable experience of academic leadership with the ability to think strategically and engender a shared vision
- A proven track record of building effective and productive internal and external working relationships
- Involvement with relevant professional communities
- A good understanding of current activities being undertaken within learning, teaching and the wider educational offer at the University, and opportunities / requirements for the future
- Awareness and understanding of pedagogical research

Attributes and Skills

- Proven capabilities as a team leader with the ability to inspire and motivate others
- Good negotiating skills, flexibility and open mindedness
- Inclusive and collegial management style able to establish relationships across a wide spectrum of stakeholders including colleagues, students and external groups
- Initiative, judgement, decision making and change management
- Excellent oral and written communication skills, networking and team building

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.