**Role Description:**

* + Act as ‘champion’ for the GW4 BioMed2 MRC DTP, providing clear, visible leadership and direction throughout its life.
  + Lead on coordinating biomedical science research opportunities for collaborative student projects across GW4 with the academic leads.
  + Serve as the primary point of contact with the MRC.
  + Oversee interactions with iCASE and Associate partners and collaborators and the development of relationships with new organisations.
  + Lead the development of strategic and operational plans for the DTP working with the Management Board and staff via Steering and task and finish groups and the Management Board meetings.
  + Actively promote Equality Diversity &Inclusion in all aspects of the DTP.
  + Lead the implementation of the operational plan with the staff and the academic HEI leads.
  + Ensure that the DTP engages with non-DTP MRC-funded students in the 4 HEIs.
  + Ensure that DTP students are represented in all appropriate decision making and advisory groups.
  + Lead on resolving issues that arise between students/partners.
  + Ensure that the lead HEI (as the contracting party) is kept informed of any escalated risks or major issues.
  + Responsible for the overall budget for DTP activities and related discussions.
  + Lead on the development of, and the collection of evidence for, measures of success and evaluation of the DTP.
  + Responsibility for the recruitment and management of the staff working for the DTP.
  + Responsible for reviewing DTP policies and processes with the DTP Manager.
  + Responsiblefor reporting the recruitment of students to the DTP programme to the Management Board.
  + Oversee the forward planning and successful delivery of the DTP training programme.
  + Responsible for ensuring that the DTP programme complies with PGR regulations of the 4 HEIs.
  + Responsible for ensuring that the DTP programme delivers a cohort experience for the students.
  + Oversight of pastoral support and student progress at the HEI Student Progression Panel meetings.
  + Lead on effective communications both within and outside the 4 HEIs.
  + Lead on the preparation of funding applications for the GW4 BioMed2 MRC DTP.

**Person Specification**

1. **Key Competencies, Capabilities and Experience**
2. An established academic track record of successful PGR supervision and contributions to improvement of the postgraduate student experience
3. 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
4. A sound understanding of the external environment, issues, trends and developments within the area of PGR training and funding, across the breath of relevant subject disciplines
5. Demonstrable experience of academic leadership with the ability to think strategically and engender a shared vision
6. A proven track record of building effective and productive internal and external working relationships
7. **Attributes and Skills**
8. Good negotiating skills, flexibility, and open mindedness
9. Evidenced inclusive and collegial management style
10. Proven ability to use initiative, apply sound judgement, make evidence-based decisions and lead change management
11. Excellent oral and written communication skills, networking, and team building