

## THE POST

<b>College /Service:</b>	<b>Academic Services – Employability and Graduate Development</b> <a href="http://www.exeter.ac.uk/employability/index.html">http://www.exeter.ac.uk/employability/index.html</a>
<b>Post:</b>	<b>Training and Professional Development Manager</b> <b>(Postgraduate Research Students and Early Career Researchers)</b>
<b>Reference No:</b>	<b>R11072</b>
<b>Grade:</b>	<b>G</b>
<b>Reporting To:</b>	<b>Employability and Professional Development Manager</b>

The above full time, permanent post is available immediately in the Service.

### Job Description

#### **Main purpose of the job:**

As part of a new Employability and Graduate Development Division (EGD) this post will be the strategic lead in designing, delivering and managing programmes and initiatives to support the training and professional development of postgraduate research students and early career research staff across all campuses at the University of Exeter. They will be the lead person in the design, refinement and implementation of a new researcher development plan.

The postholder will work to promote the value of both academic and broader career paths and will ensure that professional development activities address institutional and national / international agendas for early career researcher development.

The post will work closely with other members of the Division and beyond (e.g. Education Enhancement, Staff and Learning Development, Research and Knowledge Transfer, Development and Alumni Relations, College-based professional and academic staff, employers, research organisations and funders) to ensure that they maximise the synergies with existing training, development and networking opportunities in these areas.

You will be a strong self-starter, an articulate communicator and also a great team player who fosters a positive and dynamic working and learning environment. The postholder currently line manages two staff and will be a member of EGD's senior management group. You will have strong organisational, influencing, budgetary and presentation skills and the ability to manage multiple initiatives efficiently.

Experience of management in a large and complex education / research / corporate environment is an advantage, but more important is your proven track record of using your drive, creativity and innovation to support student and staff development.

You will work to win hearts and minds and bring experts together across the university and beyond to share experiences in order to help others enhance their careers. This is a people-focussed role which will expose the postholder to many different areas of an ambitious Top-10 UK university.

You may have experience of the following:

Training Manager, Staff Developer, Learning and Development Manager, Training Officer, Area / Regional Training Manager, Head of Training, Professional Development Manager / Co-ordinator, Teaching and Learning Support Officer, Teaching Fellow etc.

## **Main duties and accountabilities:**

### **Strategic and operational management**

- To lead on, and manage, early career researcher training and development across our 3 university campuses – in Exeter and in Cornwall
- To be the lead university officer for designing, implementing, promulgating and updating a researcher development plan for early career researchers and to ensure that all academic staff, supervisors, postdoctoral staff and research students are aware of the opportunities available and their responsibilities relating to these
- To manage, in collaboration with the Academic Services Resources team and Research Accounting, a budget for researcher development. This will take account of current programmes / initiatives, new income generation streams and mechanisms and the university's growth targets as detailed in our Research Strategy
- Work with others involved in the promotion and development of researcher development within the institution and beyond in order to maximise the synergies, outcomes and sustainability of this effort (e.g. College-based pockets of training provision, training available in Research and Knowledge Transfer)
- Develop and monitor an evaluation plan to monitor the impact of activities that will be used to inform future developments and report this regularly to key stakeholders (e.g. Graduate Faculty Board, Research and Knowledge Transfer management Group, Employability and Graduate Development Management Group)
- Design and deliver training and development activities, including e-learning provision where relevant (with relevant experts in and beyond the university)
- Work with the other professional staff in Employability and Graduate Development to set up events and activities to enhance researchers' awareness of, and engagement with, wider careers provision at the University (e.g. Careers Fairs, job vacancies, individual one-to-one careers guidance)
- Provide input and support to Employability and Graduate Development activities to maximise benefits and ensure integrated provision across all programmes and provision
- Contribute to the development and delivery of new materials and resources to support researcher development more generally (including e-learning and learning technologies)
- Use a range of diagnostic tools/learning resources to assist with the assessment and analysis of development needs.
- Contribute to the development and delivery of Employability and Graduate Development's key performance indicators, metrics and monitoring plans and be confident in communicating progress towards these
- To work with other staff to ensure that Exeter continues to meet the principles and requirements of various quality frameworks including the QAA code of practice for the provision of research degrees (2004) and the Concordat to support the Career Development of Researchers (2008) which between them set out the expectations and responsibilities of students, supervisors, researchers, their managers, employers and funders.
- To contribute, where relevant, to other university-wide development programmes including Learning and Teaching in HE programme (LTHE), doctoral supervision training, Postgraduate Certificate in Academic Practice (PCAP) in negotiation with other colleagues
- To monitor and evaluate quality, participation and satisfaction for all researcher development initiatives and to contribute to national evaluation and quality assurance groups and processes where relevant (e.g. RCUK, Vitae Rugby Team, QAA, HEA)
- To provide relevant and timely information on researcher development activities to academics submitting research grants and to contribute to university strategic and collaborative bidding processes e.g. doctoral training centres / partnerships
- Where relevant and opportunities present themselves, to continue to collaborate with regional universities including for example our previous Bath-Bristol-Exeter researcher development online project, Great Western Research, Vitae and our shared regional 'REsearch' event

- To oversee (with an assigned project manager) the migration of our current events management system into a new career management system (CareerHub)
- To assist the University in ensuring that we implement any recommendations from the recent Wilson Review on University-Business Collaboration (e.g. work experience, work-related learning initiatives for research students and early career researchers)

### Facilitation and Delivery of Training

- To deliver training on programmes and initiatives centrally and in colleges, where relevant and appropriate expertise can be offered and to support various wider events that take place with respect to researcher development

### Representation

- To represent the University in local, regional, national and international training and development networks concerned with researcher development and associated fora
- Where relevant, to pursue external funding to support researcher development training locally or regionally (for example from the Higher Education Academy (HEA), Vitae, Research Councils UK (RCUK).
- Where relevant, to produce reports on the activities and outcomes of Researcher Development activities for external stakeholders e.g. RCUK, Vitae, Universities UK (UUK), UK Council for Graduate Education (UKCGE) and the 1994-group of universities
- To provide reports and updates to relevant internal stakeholders (e.g. Graduate Research Faculty Board, Research and Knowledge Transfer Management Group) on progress and key headline activities and feedback from participants

### Staff Management and Leadership

- To line manage two staff (the researcher development programme manager and programme administrator) and to recruit, contract, induct and manage additional contributors / facilitators / employees (internal and external) to the team as appropriate.
- The post will also have reporting responsibilities to the Dean of Graduate Research (currently Professor Stephen Rippon)
- To undertake performance and development reviews with both staff being line managed and to ensure that staff are supported and encouraged to engage in relevant CPD

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### Person Specification

The successful candidate will be able to demonstrate that they meet the following criteria and competencies:

Competency	Essential	Desirable
Attainments/Qualifications	<p>First degree</p> <p>Postgraduate qualification or demonstrable relevant work experience in student and/or staff development</p> <p>Experience of working in a large and complex environment with multiple departments and stakeholders.</p>	<p>An MPhil or PhD (or equivalent) qualifications.</p> <p>Experience of postdoctoral research in Higher Education.</p> <p>Fellowship of the HE Academy or another professional development teaching / training / careers education qualification (e.g. CIPD coaching / learning and development qualifications)</p>

<p>Knowledge/Skills</p>	<p>Good knowledge of professional learning and development methods (e.g. workshops, seminars, action learning sets, 1:1 guidance)</p> <p>Work on own initiative, prioritise and manage own time within a framework of continual change to ensure optimal use of time and resources under own control.</p> <p>Proven track record in effectively delivering professional development / education programmes and initiatives to a range of audiences in a variety of ways</p> <p>Good organisational skills and the ability to manage multiple initiatives simultaneously.</p> <p>Good problem solving skills and the ability to formulate and deliver flexible plans</p> <p>Good numeracy and IT skills to analyse, interpret and communicate quantitative data.</p> <p>Good team working skills.</p> <p>Ability to think and write strategically.</p> <p>Experience of monitoring and evaluation techniques and an understanding of how these can be used to enhance provision</p>	<p>Understanding of careers advice and guidance in HE (e.g. Postgraduate Certificate / Diploma in Career Education, Information and Guidance in HE (CEIGHE))</p> <p>Good understanding of the issues, trends, opportunities and challenges of researcher development in higher education.</p> <p>Knowledge of relevant national and international policy frameworks, legislation and regulations addressing research training and career development, and their impact in practice (e.g. Vitae's Researcher Development Framework)</p> <p>Experience of research and publishing in HE</p>
<p>Prior Experience</p>	<p>Experience of developing training programmes and initiatives in consultation with relevant user groups</p> <p>Experience of managing a budget</p> <p>Ability to influence and work effectively with a wide range of stakeholders.</p>	<p>Experience of developing/delivering research training for research students and research staff.</p> <p>Experience of people management.</p> <p>Experience of writing funding proposals</p> <p>Experience of supporting/promoting the professional career development of postgraduate researchers and research staff</p> <p>Experience of working in Higher Education.</p> <p>Experience of working with e-learning content, or willingness to learn</p>
<p>Personal Attributes</p>	<p>Capacity to be self-motivated, proactive, resilient and committed to developing excellence in training and development</p> <p>Excellent interpersonal and communication skills with the ability to</p>	

	<p>work with a range of people and to write and present clearly and appropriately for different audiences</p> <p>Evidence of effective internal and external collaborative working, networking and influencing</p> <p>Determination and perseverance required to push through new initiatives and cultural change</p> <p>Flexibility to respond positively to a constantly changing agenda which is shaped by institutional, national, regional and international initiatives</p>	
Internal Links	<p>Dean of Graduate Research Head of Employability and Graduate Development Deputy Vice-Chancellor for Research and Knowledge Transfer Associate Deans of Research and Knowledge Transfer (in Colleges) Director of Research and Knowledge Transfer Director of Academic Services Head of Academic Development Head of Education Enhancement Head of Staff and Learning Development Senior Academic Staff / College Deans (and other staff in Colleges and Professional Services) Research Students Early Career Research Staff</p>	
External Links	<p>RCUK and all individual Research Councils Large funders of research e.g. Leverhulme, Wellcome Trust Relevant Professional Bodies Vitae Higher Education Academy UK Council for Graduate Education Universities UK 1994 group of universities Association of Graduate Recruiters (AGR) Association of Graduate Careers Advisory Services (AGCAS) Other Research Funding Bodies Employers of Researchers Other HEIs</p>	

### **Informal Enquiries**

For an informal discussion, please contact Dr Steve Gaskin, Employability and Professional Development Manager ([s.gaskin@exeter.ac.uk](mailto:s.gaskin@exeter.ac.uk)) (01392 723010) (email w/b 12<sup>th</sup> March)

More information on current provision for research students and staff can be found at: <http://as.exeter.ac.uk/support/development/researchstudents/erdp/>

And for wider careers support for research students at: <http://www.exeter.ac.uk/employability/index.html>

## **Additional Information Relating to the Post**

### **Salary**

Salary will be circa £39,257 per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit sections. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at [www.uss.co.uk](http://www.uss.co.uk) and read the information for new entrants.

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **2<sup>nd</sup> April 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs) . Please quote reference number **R11072** in any correspondence.

We expect to hold interviews in Exeter on **25<sup>th</sup> April 2012**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.