Director of the Medical Sciences Division Graduate School

We are seeking to appoint a highly motivated individual to the role of Director of the Graduate School with effect from 1 September 2017. The role is tenable for three years in the first instance.

The appointee will be an experienced supervisor of research students in the medical sciences, ideally with substantial experience as a Director of Graduate Studies or otherwise s/he will have played a significant role in the development of graduate policy and practice in their department. S/he will have the ability to provide strategic direction and leadership on graduate studies matters across all departments within the Medical Sciences Division, and the skills, knowledge and experience to act as an effective advocate for the Graduate School at all levels, both within the collegiate University and externally with funding bodies and other agencies.

Overview of the role

The Director of the Graduate School provides academic leadership in the Medical Sciences Division in all matters relating to graduate studies. S/he is responsible to the Associate Head of Division (Education) for the strategic development of the Graduate School, and is a member of the Divisional Board’s Graduate School Committee. S/he also acts as Director of the Medical Sciences Doctoral Training Centre (DTC), which hosts several structured research degree programmes, and has overall responsibility for graduate recruitment, funding, and skills training, and for liaison and co-ordination of graduate matters across the Division and the wider collegiate University.

The Director of the Graduate School is supported in their work by a small Executive Group comprising the Director of the Oxford-Medical Research Council Doctoral Training Partnership (DTP), the Chair and Vice-Chair of the Division’s Graduate School Committee (GSC), and the Director of Skills Training and Researcher Development.

The Graduate School Office, under the direction of the Assistant Registrar (Graduate School), David Hyland, provides advice and support for the Director. This administrative team provides strategic and policy advice and operational resources for all aspects of the Graduate School, including the DTC and the MRC DTP. No secretarial support or office space is provided for the Director and as such s/he will be expected to manage their own secretarial needs and to carry out their duties from their existing place of work.

How to apply

The role is available to internal applicants only. The Director is accountable to the Associate Head of Division (Education) for the performance of his/her duties. A responsibility allowance is available in recognition of the additional duties attached to the Directorship. The terms of the appointment will be agreed between the Head of Division and the appointee, after discussion with the appointee’s Head of Department.

Queries about the role may be addressed either to jane.dale@medsci.ox.ac.uk (tel. 01865 289540), or to david.hyland@medsci.ox.ac.uk (tel. 01865 289546). All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Expressions of interest (including a short CV and contact details of two referees), should be emailed to gillian.morris@medsci.ox.ac.uk not later than 12.00 noon on Monday 5 June 2017.
Responsibilities/duties

1. Provide academic leadership in all matters relating to graduate studies in the Medical Sciences Division. This will entail close working with the Executive Group for the Graduate School, Directors of Graduate Studies and Heads of Departments.

2. Lead the strategic development of the Graduate School. In liaison with stakeholders, and working closely with the Associate Head of Division (Education), the Senior Assistant Registrar (Education), the Executive Group for the Graduate School and the Assistant Registrar (Graduate School), the Director will be expected to:

   - carry out a review of the Graduate School’s strategic priorities within the context of the Division’s overall priorities for education and research;
   - provide the vision for, and lead the development of, the Graduate School during the period 2017-2020 and set a course for the period beyond 2020;
   - identify and pursue ways to raise the profile of the Graduate School and Oxford science both nationally and internationally;
   - play a key role in student number planning, and consideration of proposals for new graduate provision;
   - provide solutions to any operational and strategic difficulties which may arise in the development of the Graduate School as a whole.

3. Overall responsibility for graduate recruitment:

   - in ensuring the recruitment of the highest quality postgraduate research students into the Graduate School, the Director will lead the strategy for promoting the Division’s graduate programmes to prospective applicants and maintain oversight of the implementation of this strategy; this may include further development of the Graduate School website, targeting of top-ranked HEIs as recruitment pools, and the development of Open Days or other schemes for prospective applicants;
   - develop admissions and studentship award processes in ways that support the Division’s recruitment aims, including academic oversight and development of funding allocations made through the Graduate School Studentship Competition;
   - chair the funding panel that assesses nominations for studentship funding.

4. Overall responsibility for graduate funding:

   - with support from the Associate Head of Division (Education), work with the University’s Development Office to raise external donations for studentships, actively pursuing opportunities to collaborate with potential external funders;
   - oversee interactions between the University and relevant medical science funding agencies in the UK and internationally to maximise Oxford’s chances of successfully securing and maintaining substantial shares of studentship funding;
   - liaise closely with the Director of the Oxford-MRC DTP who has primary responsibility for oversight and management of that DTP;
   - attend meetings of the Oxford-MRC DTP Steering Group.

5. Overall responsibility for graduate skills training:

   - oversee an academic skills training programme for all postgraduate students within the Division and liaise closely with the Divisional Director of Skills Training and Researcher Development, who plays the main co-ordinating role in this area.
and who is responsible for promoting, co-ordinating, monitoring and evaluating researcher development and skills training activities;

- provide leadership in intra and inter-divisional events for postgraduates;
- provide expertise in the development of generic and transferable skills training and in improving the range and accessibility of scientific research skills training.

6. Leadership of the Medical Sciences Doctoral Training Centre.

The Doctoral Training Centre (MSDTC) provides a home for several cross-divisional DPhil programmes, which are core-funded by the Wellcome Trust and British Heart Foundation. The Director provides academic leadership, co-ordination and oversight of all aspects of these programmes, including their funding and management, the performance of their students, and the provision of generic training. A full-time administrator has day-to-day responsibility for the administration of the programmes and provides support to the MSDTC Director. The Director shall:

- chair thrice-yearly meetings of programme directors;
- co-ordinate the delivery of training and ensuring its quality;
- lead an induction event and an annual science day;
- maintain an overview of progression and monitoring completion rates;
- co-ordinate the bidding process for renewal of the programmes;
- support applications for new programmes;
- oversee DTC expenditure and work to secure alternative sources of funding to enhance the programmes.

7. Liaison and co-ordination of graduate matters:

- attend twice-termly Graduate School Committee meetings and work closely with the Chair and Vice-Chair on matters falling within GSC’s remit, including the organisation, development and delivery of curricula; the facilities and framework for supporting research students; and decisions on admission, progress and examination; the Chair and Vice-Chair of GSC take primary responsibility for these matters, but the Director may be required to engage with individual issues arising, for example in more complex cases or where the Chair or Vice-Chair has a conflict of interest;
- maintain an oversight of graduate matters across the Division, initiating action where necessary to maintain and improve standards, for example in relation to the role of Directors of Graduate Studies, documentation for graduate programmes, transfer and confirmation procedures, supervision and reporting, graduate student welfare, and facilities and support for graduate students;
- represent the Division at University level on various bodies dealing with graduate studies, including the Graduate Admissions Committee;
- co-ordinate with the Clinical Academic Graduate School (OUCAGS) on matters of common interest to graduate research students and clinical academic trainees;
- maintain active liaison with counterparts in other parts of the University, especially the Mathematical, Physical and Life Sciences Division, with whom the Medical Sciences Division runs joint research degree programmes, and co-ordinate on matters of common interest to scientific education or in promotions to funders;
- maintain good relationships with colleges, ensuring sufficient capacity for student numbers, and promoting the benefits of linked studentship awards;
- represent the Graduate School to external agencies and funding bodies (in liaison with the Director of the MRC DTP in any exchanges with the MRC).