



<b>Job title</b>	Postgraduate Researcher (PGR) Widening Access and Participation Manager	<b>Job family and level</b>	Administrative, Professional and Managerial level 5
<b>School/ Department</b>	Researcher Academy	<b>Location</b>	University Park (with some hybrid working)

## Purpose of role

Black, Asian and Minority Ethnic students and those from disadvantaged backgrounds are under-represented in funded postgraduate research and hence remain under-represented in academia. A step change is needed in the diversity of academia as a whole and this change must begin when potential future leaders start their careers.

This secondment position within the Researcher Academy will develop, deliver and evaluate strategic initiatives and specific interventions to increase access and participation at postgraduate researcher (PGR) level and to ensure that researchers from under-represented groups thrive and succeed at Nottingham. They will line-manage the project manager for postgraduate contextual admissions and work with them to review current PGR widening participation data to inform institutional goals. The post-holder will help to develop and implement policies, procedures and relevant systems to support the University to achieve PGR recruitment and studentship awarding criteria. The role will also be responsible for the delivery of the Excel in Science and other schemes which aim to tackle the challenges faced by BAME students and those from disadvantaged backgrounds in progressing into research careers. The role will involve collaborating with a wide range of stakeholders from across the university to support wider efforts to enhance the postgraduate researcher experience and support doctoral success.

The Researcher Academy is part of the Research & Innovation which provides comprehensive support throughout the research and innovation lifecycle. From first ideas through to commercialisation and industry partnerships. It comprises around 180 colleagues and is investing in new roles in order to ensure it has the capability and capacity to deliver on Nottingham's ambitions.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Provide institutional strategic advice and guidance to widen participation and access at PGR level</b></p> <ul style="list-style-type: none"> <li>Supporting the development, implementation, monitoring and achievement of targets to increase access and participation in postgraduate research in line with university and funder objectives.</li> <li>Developing strong links with colleagues involved in PGR recruitment providing coordination, guidance, training and support to PGR widening</li> </ul>	30%

	<p>participation activities and projects being undertaken across the institution and fostering sharing of good practice.</p> <ul style="list-style-type: none"> <li>▪ Leading, supporting and monitoring further development of institutional guidance, frameworks, policies and systems to enhance equality, diversity and inclusion in PGR recruitment practices</li> <li>▪ Leading the development of bids and proposals for internal and external funding to further develop activities and initiatives to enhance PGR widening access and participation activities.</li> <li>▪ Providing specialist in relation to</li> </ul>	
	<p>Management of specific PGR widening participation and access initiatives and activities including the Excel in Science and Wellcome Trust Biomedical Vacation schemes</p> <ul style="list-style-type: none"> <li>• Managing day-to-day administrative operations, processes and decisions to support the successful delivery of the schemes.</li> <li>• Supporting the delivery of a high quality student experience interacting regularly with interns providing them with mentoring and coaching and monitoring their engagement with the programme</li> <li>• Developing and implementing a communications strategy to ensure that all internal and external stakeholders are informed of relevant DTP developments and issues, and that the University is well represented as part of the consortium.</li> <li>• Establishing systems and processes to recruit and select projects, supervisors and interns</li> <li>• Managing budgets and making decisions with regard to their allocation including set up of internship and bursary payments to students., ensuring that funder guidelines are met, and undertaking financial reporting.</li> <li>• Planning, organising and managing the delivery of the Excel in Science Nottingham Advantage Award (NAA) Module and related events and training.</li> <li>• Organising events and activities to support the NAA and promote the scheme more broadly within the university</li> <li>• Developing and conducting robust programme evaluation and reporting the outcomes to stakeholders.</li> </ul>	50%
3	<p><b>Other responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Line managing the project manager for postgraduate contextual admissions setting and monitoring goals and workload.</li> <li>▪ Representing the University as required on external committees. Attend and contribute to external events and conferences as required</li> <li>▪ Monitoring and contributing to PGR recruitment and widening participation developments in higher education nationally in order to enhance the university's provision</li> <li>▪ Supporting and promoting equality, diversity, and inclusion into all aspects of the role</li> <li>▪ Undertaking professional development to ensure the continual updating of skills and knowledge.</li> </ul>	20%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to think strategically, influence policy-making and manage change in systems and procedures</li> <li>▪ Commitment to the highest standards of service and to the regular review and enhancement of systems and processes</li> <li>▪ Excellent interpersonal skills, with an ability to influence and work effectively with a wide range of stakeholders</li> <li>▪ Good project management skills and ability to manage multiple projects simultaneously, resolve problems and ensure optimal use of time and resources.</li> <li>▪ Excellent oral and written communication skills with the ability to express complex ideas simply, clearly and precisely</li> <li>▪ Ability to monitor, evaluate and report on data using relevant analyses and techniques.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of equality, diversity and inclusion and experience and commitment to embedding this in practice.</li> <li>▪ Significant professional experience in Higher Education administration, with particular emphasis on either widening participation and access and/or postgraduate research.</li> <li>▪ Experience of delivering projects and change programmes against demanding time and budgetary constraints</li> <li>▪ Experience of managing and working on complex cross-functional projects and project teams</li> <li>▪ Experience of leading and influencing individuals both within and outside of a direct reporting structure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training or teaching experience</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership or management related qualification or training</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

### Valuing people

Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

### Taking ownership

Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

### Forward thinking

Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

### Professional pride

Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

### Always inclusive

Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others



