



**RTG Convenor (1 per RTG) of Postgraduate Research (PGR), School of Education
Role and Responsibilities**

Grade	Ideally academic Level 8 to 10
Duration	Appointed for 3 years in the first instance. Fractional appointment: 25 hours for up to 25 students plus one additional hour for each additional student, as calculated at 1 October each year
Reporting* to:	Director of PGR
Appointment Process	Normally an internal appointment, at the discretion of the Head of School
Role Summary	The RTG PGR Convenor provides the RTG and the School of Education with an important contribution to strategic and operational leadership in the area of postgraduate research, with particular reference to the support, wellbeing and successful completion of PhD students. Working with the Director of PGR and the RTG Leader, RTG PGR Convenors are responsible for the smooth running of PGR in their RTGs and, more broadly, across the School of Education. This requires a close working relationship with the PGR Director, the relevant RTG Leader, the PGR Administrator, PGR (mainly PhD) students and other relevant University personnel (e.g. the Dean of Graduate Studies, College of Social Sciences). The RTG PGR Convenor is a member of the School's PGR Committee. The position is supported by the PGR Administrator and the relevant RTG Administrator.
Responsibilities	The RTG PGR Convenor is required to:
1.	Oversee PGR matters relating to PGRs in the relevant RTG, including strategic development, quality assurance, progress reviews, compliance (e.g. Tier 4 visa compliance), and good practice in accordance with the School, College and University's PGR Code of Practice
2.	Advise and support the PGR Director with regard to PGR issues and to the development, renewal and implementation of the School and College's PGR strategy, including disseminating and encouraging lecture/seminar attendance
3.	Contribute towards PhDs having a 'sense of belonging' in the RTG/School/College, including actively encouraging PhD students to participate in activities organised by the School's PGT&PGR Community Building Lead/Team.
4.	Manage the allocation and smooth running of Annual Progress Reviews (APRs) for PhDs with primary supervisors in the relevant RTG by: <ul style="list-style-type: none"> i. arranging the allocation of APR reviewers and reviewees, including identification of any PhDs requiring PGR Director or RTG PGR Convenor reviewing, with timetable for APRS - by end of March (by end August for January starts) ii. ensuring all reviews are undertaken - April and early May (by end September for year one January starts) iii. collating and checking completion of all APRs for RTG and submitting to PGR Administrator by mid-May (by end September for year one January starts) iv. contributing to APR Report from the PGR Director indicating which students, if any, require their progress to be discussed – end May (by end September for year one January starts)
5.	Ensure new PhD applications are efficiently and effectively processed (within target turnaround times (TAT)) and either rejected or allocated to appropriate supervision teams. This will involve receiving applications from the PGR

* NB: in this context, 'reporting' does not mean line management. Instead, it has the same meaning as School Directors of Learning and Teaching reporting to College Deans of Learning and Teaching

	administrator, alerting potential supervisors in RTGs, and ensuring timely responses.
6.	Work with the Director PGR to ensure the appropriate allocation and operationalisation of supervision teams (across RTGs as relevant) and update the PGR Director and Administrator on these supervision teams, FTE splits and any changes, in order to ensure accurate and up-to-date data
7.	Contribute to the selection and ranking process for studentships/scholarships (ERSC/CoSS)
8.	Undertake other duties as required by the Head of School