**School Postgraduate Research Lead Role Description**

Postgraduate Researchers (PGRs) make a vital contribution to York St John

University’s academic community. The diversity, experience and energy they bring to campus is fundamental to our research environment and research aspirations. The School Postgraduate Research Lead (SPGRL) is responsible for providing postgraduate research leadership to support the School Research and Knowledge Transfer Lead (SRKTL) in meeting the research objectives of the University’s Research Plan within regards to our PGR community.

SPGRLs will be appointed to the role by the Head of School. They will have oversight of PGR student recruitment, experience, and progression, take a lead role on the development and implementation of School and University postgraduate research plans, and provide leadership and support for supervisory and examination teams. They will deputise for SRKTL at SALTs and attend to discuss substantive items relating to PGR. They will also be members of other relevant University committees.

*The SPGRLs should:*

· hold a doctoral-level degree;

· hold supervisor status;

· hold an appointment at Associate Professor or Professor level.

*Delegation and sharing of responsibilities:*

· responsibilities may be delegated and/or shared with academic staff within the School, subject to approval by the Head of School;

· in addition, SPGRLs will undertake academic duties that are commensurate with their academic grade.

*Specifically, SPGRLs will:*

· support the growth of a diverse PGR community in their schools by seeking out and supporting collaborative partnerships internal and external to YSJU

· oversee the development and allocation of school-based research scholarships, and monitor their success

· oversee the recruitment and admission of PGRs and approval of supervisory teams

· lead on the development of an exciting and inclusive culture within schools, including research training and research seminars at school-level

· identify for the Head of School and SKRTL any matters of concern raised by PGRs, or any issues which may have wider university policy or procedural implications

· communicate and co-ordinate responses to feedback from the Postgraduate Research Experience Survey

· oversee monitoring processes and the review and assessment of PGRs

· serve on relevant committee(s), such as Research Degrees Committee as required, and deputize for the SRKTL as and when necessary

· provide on-going support and mentoring to supervisors and potential supervisors of PGRs

· provide advice to the Head of School on PGR related issues e.g. PGR supervision.