1. Job details
Job title: TGO Deputy Manager/Graduate Organisation Manager
School: GeoSciences
Line manager: School Administrator

2. Job Purpose
- To manage the operations and staff of the Graduate Organisation (GO) and to advise on policy and strategy to deliver the School’s objectives for postgraduate matters.
- To support administration of issues that cut across both undergraduate and postgraduate matters (joint Teaching and Graduate Organisation – TGO)

3. Main responsibilities

1. Administration and oversight of all GO matters to ensure effective graduate recruitment, supervision, training, completion and examination, and creation of new postgraduate programmes, in keeping with School and University policy and procedure. **45%**

2. Line management of the GO support team to ensure effective service delivery, staff deployment, development and recruitment. **10%**

3. Advise the Head of the GO and the relevant School Committees to formulate policy and strategic plans, develop curricula and programmes, set budgets and objectives and meet targets. **25%**

4. Delegated responsibility for managing the GO budget to ensure appropriate expenditure. **10%**

5. Deputise for TGO/Teaching Organisation Manager when required to support undergraduate or overarching TGO issues. **5%**

6. Contribute to School support services planning to ensure efficient use of resources and effective service provision. **5%**

4. Planning & organising
- Establishing overall service priorities for GO, including staff development, deployment & turnover.
- Organising the operations of the GO support team.
- Planning and organising change projects within GO (such as the design and implementation of new systems and procedures and the introduction of new programmes).
- Planning, organising and monitoring annual GO procedures, activities and events (such as annual recruitment and studentship allocation procedures).
- Annual and 5-year budget planning for GO.
- Contributing to annual and 5-year GO academic policy and strategy planning.
- Analysis of management information and presentation of reports and forecasts.
- Contributing to overall support services planning and to organising wider School projects.

5. Problem Solving
- Resolve day-to-day operational difficulties using judgement and experience (e.g. dealing with academic managers giving instructions to GO team members which are contrary to GO policy; liaising with College and with Registry to fit non-standard elements into standard systems).
- Assess and risks, plans and strategies for GO and take or recommend appropriate action (e.g. assessing impact on budget of moving funds between budget heads; analysis of existing agreements with Associated Institutions and negotiating required adjustments/updates).
• Analyse and remedy process and structural problems within GO (e.g. introduction of new systems and procedures to resolve difficulties/improve performance; adjusting committee structures to reflect changes in policy and procedures).
• Investigate and contribute to resolution of long-term personnel issues (e.g. performance management).
• Interpret and use appropriate discretion in application of university policy and procedures.

6. Decision-making
• Take independent action, interpret policy and provide advice on GO matters within overall School and University policy, procedure and plans (e.g. draw up papers suggesting methods and procedures for dealing with new policy requirements; draw up strategy for preparation for College QA Review).
• Take autonomous action to decide on and implement changes to local policy and procedure (significant changes are discussed with line manager or academic Head of GO), e.g. make changes to process in the light of experience and feedback from colleagues and team.
• Set priorities for GO support team and decide on staff management issues, e.g. set School deadlines; decide if staff need to be replaced during absence and if so at what level.
• Use of budget within agreed limits: decide where overspends/underspends can be made, approve purchases and authorise invoices.
• Own work schedule, objectives and priorities within agreed framework.
• Contribute as member of Graduate Organisation Policy Committee to strategic decisions on postgraduate matters.

7. Key Contacts/Relationships
• Advise and recommend strategy and policy to Head of GO, GO Policy Committee, School Executive Group and School Administrator.
• Influence, provide advice and guidance to - and where necessary ensure appropriate action is taken by - academic and other staff in respect of GO policy and procedures and to resolve problems.
• Discuss and influence development of College and University graduate policies and systems with College and University administrative teams.
• Maintain strong working relationships with University / College postgraduate and Registry staff.
• Negotiate details of partnership arrangements with Research Councils, Associated Institutions etc. and resolve difficulties.
• Advise current and prospective postgraduate students, resolve difficulties and complaints.
• Lead GO team: manage, develop, counsel and where necessary censure individual staff.

8. Knowledge, Skills and Experience needed
• A good honours degree or equivalent qualifications/experience.
• At least 3 years’ experience in an administrative role, preferably within an HE context.
• Experience of managing budgets, staff and/or projects.
• Excellent communication skills, good analytical & IT skills (e.g. use of complex spreadsheets).
• Good interpersonal and time management skills.

9. Dimensions
• Line manager for 4 direct reports.
• Oversee administration of 14 MSc programmes.
• Delegated responsibility for managing a turnover of ~£900k with a budget of c. £400k (GO) and monitoring studentships and RTSG budgets of c. £500k
• Service 3 committees.
• Serve a School of c. 230 staff and 1200 students (250 postgraduate students)

10. Job context and any other relevant information
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