



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Research Degrees and Ethics Coordinator</b>
<b>School:</b>	<b>Cardiff School of Art and Design</b>
<b>Location:</b>	<b>Llandaff Campus</b>
<b>Grade:</b>	<b>9 A/B</b>
<b>Salary:</b>	<b>£62,728 - £70,579 per annum pro rata</b>
<b>Hours:</b>	<b>18.5 hours per week</b>
<b>Tenure:</b>	<b>The role is until 31<sup>st</sup> July 2026. Following this period, the role will be readvertised. If the role holder is not re-appointed, they will revert to their substantive post and grade thereafter.</b>

### **Role Summary:**

*This role description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

The purpose of this role is to realise the potential of the School's Research and Postgraduate Degrees and Ethics. The role is pivotal to CSAD's future and its ability to deliver programmes of quality within its current resources.

You will be responsible for the management and effective delivery of quality Research and Postgraduate Degree programmes and approach to research ethics within CSAD's current resources. You will develop the School's Research and Postgraduate Degrees provision and ethical practices, whilst providing a supportive atmosphere and structure.

The post requires strategic, empowering and decisive leadership, strong organisation skills, and the ability to deal with complex problems.

It is expected that the Research Degrees and Ethics Coordinator will undertake duties to a standard commensurate with that required of a Principal Lecturer (Role Profile attached).

### **Principal Duties and Responsibilities:**

- Be responsible for the quality of CSAD's Research Degree and Postgraduate taught

programmes and for the student experience at this level;

- Manage and co-ordinate the School's Research Degree and Postgraduate programmes and ethical practices in line with the University's policy and procedures.
- Ensure that the Research and Postgraduate Degrees and ethics procedures and operating systems are correctly designed, developed and implemented in line with University policy and procedures.
- Coordinate data gathering and analysis associated with Research Degree student performance and progression.
- Be responsible for an allocated budget for Research and Postgraduate Degrees;
- Liaise closely with CSAD's Senior Management Team to ensure the implementation of strategic direction, as specified by Cardiff Metropolitan University and expressed within CSAD's agreed operational plan;
- Have oversight of the School's Ethics process and will chair the School Ethics Committee;
- Have oversight of the School's Research Degree process and will chair the School's Research Degree Committee;
- Chair relevant sub-committees and represent the School on Cardiff Metropolitan University's Research Degrees Group and Ethics committee;
- Lead academic staff within the Research and Postgraduate degree remit, or as delegated;
- Lead and liaise on all matters relating to student recruitment and retention, working with relevant members of CSAD's Senior Management Team and others to develop international and home partnerships of value to the School;
- Report to the Associate Dean Research and may be asked to attend MPT to advise on matters relating to Research Degree programmes and Ethics;
- Represent the School on internal/external boards, working groups and at events/functions as appropriate;
- Undertake any other duties and responsibilities as may be deemed fit and which accord with the role profile of a Cardiff Metropolitan University Principal Lecturer.

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.**



## ROLE PROFILE

### Teaching and learning support

- Oversee the design and development of the overall curricula.
- Ensure that the development of programmes is within the Institutions overall framework e.g. for the validation and revalidation of courses and assessment.
- Encourage the development of diverse and effective approaches to course delivery and ensure that teaching delivery achieves the educational standards of the department.

### Research and scholarship

- Lead the development and implementation of research strategy at either the School and/or Corporate Level.
- Lead and co-ordinate research activity in the subject.
- Participating in research and collaborative partnerships with other educational institutions or other bodies.
- Lead bids for research, consultancy and other additional funds.
- Make presentations at national and international conferences and similar events.

### Communication

- Be routinely involved in complex and important negotiations internally and with external bodies.

### Liaison and networking

- Chair committees and participate in Institutional decision-making and governance at either the School and/or Corporate level.
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Promote and market the work of the department in the subject area both nationally and internationally.

### Managing people

- Exercise academic leadership for all subject area teaching and research activities.
- Within the overall management responsibility of the Dean of School to oversee matters relating to the deployment of staffing resources and ensuring the work is allocated fairly, according to skills and capacity.
- Appraise and review staff on personal and career development plans.

### Teamwork

- Promote a collegiate approach and develop team spirit and team coherence.
- Foster inter-disciplinary team working.
- Participate in the planning development, implementation and evaluation of Institutional and School Strategic plans.

### **Pastoral care**

- Responsible for the initial resolution of all student issues within and without standard procedures.
- Be responsible for the welfare of staff within Corporate Policies.
- Ensure that an appropriate framework is developed and used for pastoral care issues.

### **Initiative, problem-solving and decision-making**

- Determine the final allocation of resources within own area of responsibility.
- Act as an arbiter within Corporate Policies.
- Advise and contribute to strategic decisions at Institutional level.
- Lead the development of diverse and effective approaches in responding to teaching and research challenges.
- Provide advice to external bodies where required.

### **Planning and managing resources**

- Take overall responsibility for the organising and deployment of resources within own areas of responsibility.
- Contribute to Institutional planning and strategic development.

### **Sensory, physical and emotional demands.**

- Balance the pressures of teaching, research and administrative demands and competing deadlines.

### **Work environment**

- Responsibility for health and safety in own areas of responsibility within Cardiff Metropolitan University's Corporate Policies.
- Ensure that appropriate risk management processes are operational.

### **Expertise**

- An authority in the subject, with a considerable national or international reputation.
- Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- A thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.

### **Standard Notification**

**These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.**

**The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.**



**PERSON SPECIFICATION**

Job Title: Research Degrees and Ethics Coordinator

School/Unit: Cardiff School of Art and Design

<b>*Key</b>	
A	- Application form
I	- Interview
P	- Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
<b>Education and Qualifications (Essential)</b>	An earned doctoral level qualification.	✓		
<b>Education and Qualifications (Desirable)</b>	Senior Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.  Active membership of a professional body relevant to the area of responsibility.	✓  ✓		
<b>Knowledge (Essential)</b>	An in-depth knowledge of, and national /international recognition in, an Art & Design specialist subject and professional area.  Knowledge of research, the research process, research ethics, and Cardiff Met's regulations pertaining to both.  An in-depth understanding of pedagogy/research/innovation and scholarly activity.  A thorough understanding of institutional management systems and the wider higher education environment.  Must be able to undertake Research Degree supervision of doctoral students.	✓   ✓  ✓  ✓	  ✓	  ✓
<b>Knowledge (Desirable)</b>	Can act as DoS to doctoral students.	✓		
<b>Skills and Abilities Relating to Role (Essential)</b>	Ability to oversee the design and development of the overall curricula.  Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.  Lead the development and implementation of research degrees and ethics strategies at either school and/or corporate level.	  ✓  ✓	✓  ✓	   ✓

	<p>Ability to exercise academic leadership for all subject areas, teaching and research activity.</p> <p>Ability to lead on a range of strategic developments e.g. consultancy, income generation, knowledge transfer, collaborative partnerships and networks at national and international level.</p> <p>Ability to take responsibility at either school/corporate level, for key areas such as chairing and participating in school and institutional committees, institutional decision-making and governance.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways including presentations at national and international conferences, reports to committees, senior management teams, results of research activity, feedback etc. to a wide variety of audiences.</p> <p>Ability to advise, influence and negotiate effectively both internally and externally to effect appropriate school/organisational development and direction.</p> <p>Ability to lead the development of teams to ensure collegiate and productive inter-disciplinary working relationships.</p> <p>Ability to act as an ambassador in relation to promoting and marketing the subject area, school and institution.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p>✓</p>	
<b>Skills and Abilities Relating to Role (Desirable)</b>				
<b>Experience Paid/Unpaid (Essential)</b>	<p>Experience of providing academic leadership and first line support/mentoring for colleagues including the fair allocation of work according to skills and capacity.</p> <p>Experience of leading on the development of academic strategies for example, teaching and learning, research and enterprise at school and/or corporate level.</p> <p>Experience of mediating resolution of student/staff issues and acting as an arbiter within school/corporate policy.</p>	<p>✓</p> <p></p> <p></p>	<p>✓</p> <p>✓</p> <p>✓</p>	

<b>Experience Paid/Unpaid (Desirable)</b>	Experience appraising and reviewing staff and managing performance through the setting, monitoring and review of objectives.	✓		
<b>Other Requirements (Essential)</b>	Ability to take responsibility for risk assessment and operation of all policy/strategy in relation to Equality and Diversity, Health and Safety, Quality Standards, Continuous Performance Improvement.	✓	✓	
<b>Other Requirements (Desirable)</b>				
<b>Welsh Language Skills</b> <b>Listening</b> <b>Desirable</b>	<u>Listening</u> <b>C1 - Fluent user</b> Can communicate fluently in Welsh.	✓		
<b>Welsh Language Skills</b> <b>Reading</b> <b>Desirable</b>	<u>Reading</u> <b>C1 - Fluent user</b> Can communicate fluently in Welsh.	✓		
<b>Welsh Language Skills</b> <b>Speaking</b> <b>Desirable</b>	<u>Speaking</u> <b>C1 - Fluent user</b> Can communicate fluently in Welsh.	✓		
<b>Welsh Language Skills</b> <b>Writing</b> <b>Desirable</b>	<u>Writing</u> <b>C1 - Fluent user</b> Can communicate fluently in Welsh	✓		