

## **Senior Postgraduate Tutor**

### **Overview**

- The Senior Postgraduate Tutor, reporting to the College Council, is directly responsible for the recruitment, admission, welfare, mentoring and wider support of Churchill College's postgraduate students.
- They represent the College at University level on the Graduate Tutors Committee.
- They are also part of the Senior Leadership team of the College Officers, alongside the Master, Vice-Master, Senior Tutor (ST) and Bursar, who formulate College strategy.
- They must have academic credibility and an excellent understanding of complex University structures and procedures, and in particular those relating to the academic management and support of Masters and Doctoral students in Faculties, Departments and Institutes.
- They must be adept at committee work, as a member, must be able to produce coherent, understandable and persuasive committee papers and presentations, and must be statistically and financially literate.
- They must be humane and sympathetic, with excellent communication skills, and must be capable of dealing with colleagues and students under challenging circumstances calmly and straightforwardly.

### **Duties**

#### **Graduate admissions and recruitment**

- Setting and reviewing postgraduate admissions policy (e.g. subject-mix, student numbers)
- Liaising with the University and external bodies on the above
- Presiding over and making admissions decisions
- Negotiating and agreeing joint initiatives with external partners in respect of funded postgraduate places
- Ensuring that equality and diversity are promoted and maintained
- Producing web-based recruitment material

#### **Academic**

- Monitoring course quality, degree results and student satisfaction
- Directing and managing postgraduate student Freshers' Week and student transition to the College
- Researching and writing the annual postgraduate student Academic Audit and reporting on this to Council and Governing Body
- With the Wellbeing Coordinator, overseeing special exam arrangements and deadline extensions, including liaising with the Disability Resource Centre (DRC), GP practices, the Board of Examinations and the Exam Access and Mitigation Committee
- Dealing with and submitting examination appeals and complaints
- Stewarding of the 'Conference on Everything' and the annual Postgraduate Students' Dinner
- Representing the College on the Graduate Tutors Committee

#### **Student welfare**

- With the Wellbeing Coordinator and Nurse, liaising with the DRC, the University Counselling Service (UCS) and GP practices
- Supporting a 'side' of postgraduate students directly (though depending on %FTE this could be negotiated)
- Assisting other Postgraduate Tutors and welfare staff with challenging welfare cases
- Informally resolving student disputes

- Managing applications from students for periods of intermission, including assembling appropriate medical and other evidence
- Signing off student permissions to work away
- Managing difficult situations with students' families who are living in Churchill College accommodation

### **Student accommodation and facilities**

- Managing postgraduate housing provision, including o the rooms ballot
- Being aware of the provision of food and facilities (social space; laundry; snack kitchens etc.) for postgraduate students, and, with the Senior Tutor, ensure that these are appropriate
- Participating in student accommodation project committees, as required

### **Student financial support**

- With the ST, setting postgraduate studentship policy
- Liaising with the Development Office on the above
- Meeting with donors to agree funding for student support
- Formulating regulations in respect of the above
- Awarding studentships
- With the Finance Tutor, assessing applications for student academic financial support, especially in respect of conference attendance, and making awards
- Liaising with the student finance office

### **College Committee attendance**

- Governing Body
- College Council
- Fellowship Electors
- Finance Committee

### **Miscellaneous**

- With the ST, recruiting and providing leadership in respect of the other Postgraduate Tutors
- Writing policy papers and documents
- Attending key social functions in College and elsewhere
- Liaising with student representatives and the MCR
- Ensuring that students satisfy the terms of their visas
- Covering for the Senior Tutor when they are unable to attend University Committees or undertake their duties.

### **Terms and Conditions**

Between 30% -50% of Senior Lecturer scale (single pay scale points 59-61), presently **£56,587 - £60 022 p.a. full time equivalent**. The salary range represents a range dependent on whether the appointee would oversee a tutorial side.

- The successful candidate will be appointed for a period of up to four years in the first instance. The appointment may then be renewed.
- The successful candidate will be elected to a Fellowship of the College, with related obligations and entitlements, including generous dining rights.

## Person specification

### Essential

- Sufficient spare capacity to take on this role, or potential for arranging appropriate buy-out from another role.
- Interested in postgraduate student admission, welfare, financial and other support, and committed to helping students.
- Academically credible within the context of the University of Cambridge.
- Good understanding of the structures and workings of the University.
- Quick and decisive, but circumspect and reliable in discussion and correspondence.
- Excellent at preparing and presenting papers and reports, and speaking to them.
- Adept in social relationships within a professional setting.
- Naturally sympathetic.
- Calm under pressure.
- Willing and able to take and explain difficult decisions.
- Very good strategic planner.
- Statistically and financially literate.
- Administratively efficient.

### Desirable

- Experienced in supporting postgraduate students or within the College's tutorial system
- Knowledgeable about the academic management and support of Masters and Doctoral students in Faculties, Departments and Institutes.
- Experienced in stewarding donors or other professional contacts.
- Experienced in dealing with potential donors or other partners or collaborators.
- Understands wider Cambridge University postgraduate support structures and context.

### Applications and selection procedure

Applications, including a letter of application and references from two referees, should be submitted electronically to [hr@chu.cam.ac.uk](mailto:hr@chu.cam.ac.uk). (Attachments should be in the form of MS Word documents or PDF files.) The closing date (for the receipt of both application and references) is 5pm on 19 August 2022.

Candidates should be available to take up the post by the start of the academic year 2022/23.