

Job Title: Research and Postgraduate Studies Manager
Campus: Mauritius
Contract Terms: Permanent
Local terms and conditions apply
Line Manager: Deputy Director Academic
Employer: Middlesex University Mauritius Branch Campus (Middlesex International Ltd)

Overall Purpose

The position is primarily responsible for overseeing and coordinating the research portfolio of the University. The role includes building research capacity amongst academic staff and students leading to quality research outputs. The postholder will also be responsible for all aspects of research support and quality enhancement for postgraduate research provision.

Strategic Roles:

- Develop strategies and plans in portfolio areas
- Promote and enhance quality and integrity in research and postgraduate studies
- Develop capacity to conduct research
- Develop a community of practice for research and postgraduate studies
- Facilitate the provision of institutional data and reports for decision-making purposes

Operational Functions:

- Coordinate and oversee portfolio areas
- Ensure that academic staff receive appropriate information, advice, guidance, resources and staff development in all aspects of research and research supervision
- Contribute to ensuring the quality of postgraduate programmes
- Support and promote the development of research funding proposals
- Develop and maintain research budgets
- Prepare reports of research related activities and outputs
- Monitor the progress of research funding and of research projects
- Present the University at appropriate institutional and external meetings and events
- Chair and contribute to University Committees and Working Groups as required by the Deputy Director Academic

Research, Practice, Scholarship and Consultancy:

- Undertake personal research and/or scholarly activities, and/or practice contributing to the Campus and University profile
- Jointly or independently, develop bids for and secure competitive funding for research and/or knowledge transfer projects
- Contribute to team activity and where appropriate lead on major research and/or knowledge transfer projects
- Demonstrate commitment to making an impact on society, based on research and/or knowledge transfer

General Functions:

- To participate in the University staff appraisal scheme and other relevant activities
- To undertake any other duties as shall be reasonably requested
- To develop and maintain institutional repositories and databases

Flexibility

Please note that, given the need for flexibility to meet changing requirements, the duties of this post and the role of the post holder may be changed after consultation.

PERSON SPECIFICATION

Criteria Headings	Essential	Desirable
Education/ Training	<ul style="list-style-type: none">• Postgraduate qualification in related discipline• Evidence of undertaking research and scholarship in relevant subject areas/ engagement in high level professional practice	<ul style="list-style-type: none">• Doctorate• Professional Teaching Qualification or equivalent
Experience	<ul style="list-style-type: none">• Experience of having built capacity in research• Evidence of research performance and/or leadership in professional practice• Evidence of having been awarded competitive grants	
Skills / Aptitudes/ Competencies	<ul style="list-style-type: none">• Developed and effective communication, presentation, and interpersonal skills• Ability to initiate work independently• Capable of organising and leading projects with the ability to prioritize and respond effectively to new situations and problems• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector	<ul style="list-style-type: none">• Contemporary (within the last three years) evidence of positive impact as a leader, either in research or professional practice