



Candidate Information

Position:	Postdoctoral Development Centre (PDC) Officer
School/Department:	Research and Enterprise
Reference:	24/111684
Closing Date:	Monday 18 March 2024
Salary:	£37,841 - £45,148 per annum
Anticipated Interview Date:	Thursday 28 March 2024
Duration:	Available until 1 June 2028.

JOB PURPOSE:

To coordinate the activities of the University's Postdoctoral Development Centre (PDC), overseeing the development and delivery of a suite of high-quality development opportunities, events and guidance resources that address the development needs of the postdoctoral researcher community at Queen's. Forming a key tenet of an integrated Research Culture team in the Research Strategy and Engagement Team, and reporting to the Research Culture Manager, they will ensure a high level of engagement with, and awareness of, the PDC and its offering across all faculties and schools.

MAJOR DUTIES:

1. Oversee and coordinate the design and delivery of a suite of programmes and resources aimed at enhancing and optimising the overall experience and career development of postdoctoral research staff at Queen's.
2. Advise, consult, and collaborate with a range of academic and professional support units to adapt, tailor or co-deliver existing support for postdoctoral and research staff, and/or co-design new programmes, with the common objective of delivering on the University's commitments as signatory to the UK Concordat for the Career Development of Researchers.
3. Design, plan and deliver a high-quality range of workshops, training courses, one-to-one advisory services, mentoring schemes, and career development opportunities. These will align with the evolving needs of the researcher community and respond to latest developments in the sector and best practice in equivalent organisations.
4. In delivering these initiatives, the PDC Officer will work closely with key academic and professional services stakeholders, including academic leadership (e.g. Faculty Deans of Research), relevant teams in the People & Culture Directorate, the Graduate School, and the Employer Engagement Team.
5. Coordinate a communications and engagement programme to enhance the profile of the PDC to research staff and other stakeholders, and ensure opportunities and information relevant to research staff are effectively communicated, including by maintaining online resources.
6. Co-ordinate a network of academic and researcher representatives across the University, providing support and resources to enable them to share key information, sign-post to institutional support, and deliver local initiatives to support researchers in their disciplines. As part of this, provide centralised support for the Postdoc Society and its volunteers, including with the planning and delivery of their activities and events.
7. Represent the PDC, and the wider interests of the postdoctoral and research staff community, at institutional events, committees, and working groups; including preparing regular progress updates for relevant committees such as the Postdoctoral and Researcher Oversight Group (PROG).
8. Regularly monitor sectoral trends and best practice relevant to research staff development, engage in relevant networks and professional associations, and contribute to collaborative endeavours to adapt good practice for the University as relevant.
9. Collect, analyse and interpret information and data relative to postdoctoral staff, including organising qualitative feedback surveys, to address areas of need and assess performance of the PDC, including identifying successes and potential areas for improvement.
10. Develop a strong understanding of institutional policies and processes that affect the researcher experience and work closely with the Research Culture Manager to develop and recommend changes that aim to improve the experience and career development opportunities for postdoctoral researchers.

11. Plan and manage an annual budget for the PDC, ensuring funds are used in a cost-effective manner and activities are delivered within budget.
12. Line manage the PDC Project Assistant, including monitoring their workload so that objectives and deliverables are met on time, as well as support their development.
13. To undertake any other duties that might arise and that are in keeping with the grade and remit of the post, including contributing to activities involving the rest of the team.

ESSENTIAL CRITERIA:

1. An honours degree or equivalent qualification, or substantial relevant experience.
2. Substantial relevant experience, working within a higher education institution or research performing organisation, to include:
 - Experience of designing and delivering development programmes for academic and/ or research staff in a higher education institution or research performing organisation.
 - Successfully contributing to the delivery of large and complex projects, and of planning and completing project activities within fixed timeframes and budgets.
 - Leading on the development, planning and delivery of events for significant audiences, including e.g. seminars, training and workshops.
 - Coordinating communications and engagement with internal and external stakeholders, including management of print and online materials, developing and managing networks and groups, and proactive relationship management with key stakeholders.
3. A demonstrable understanding of the academic context and career pathways for postdoctoral researchers.
4. Strong IT skills, with proficiency in Microsoft Office applications, and web content management systems and/ or Microsoft Sharepoint.
5. Collating and analysing a range of qualitative and quantitative data and information, and developing resulting evidence-based reports, findings and recommendations.
6. Excellent communication and presentation skills with both internal and external audiences.
7. Ability to confidently present reports and findings to committees and working groups of senior colleagues.
8. Excellent project management, negotiation and influencing skills.
9. Ability to work independently and plan own workload with a high level of self-motivation, whilst also working in a wider team.

DESIRABLE CRITERIA:

1. A relevant professional qualification.
2. Experience of the UK Researcher Development Concordat and its implementation in a higher education setting.
3. Experience of coordinating programmes to enhance the wider research culture in a higher education institution or other research performing organisation.
4. Demonstrable knowledge and understanding of current issues in UK higher education policy, with a particular focus on research culture.
5. Demonstrable experience of managing and planning annual budgets and/ or line managing junior staff.