### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Post</th>
<th>Deputy Director, TECHNE Doctoral Training Partnership</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>TECHNE</td>
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<tr>
<td>Job type</td>
<td>Academic</td>
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<tr>
<td>Grade:</td>
<td>RHUL 9</td>
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<td>Accountable to:</td>
<td>The TECHNE Director</td>
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<tr>
<td>Accountable for:</td>
<td>Not applicable</td>
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#### Purpose of the Post

Techne is a consortium of nine universities in London and the South East which hold the doctoral training partnership grant with the AHRC which runs until 2027. The consortium is responsible for selecting and training arts and humanities post graduate students and working with organisations outside of higher education to deliver a rounded education including placement opportunities for students.

The post carries a buy-out of 0.4 of fte. The level of the role will be determined by the grade of the applicant and duties may be adjusted accordingly.

#### Key Tasks

- Attending DTP meetings and training events as required by the Director and Manager
- Developing Partner relations (in collaboration with lead from Loughborough University London)
- Attending external meetings such as those on PhD education or held by the AHRC, as relevant to the DTP
- Chairing DTP meetings in the absence of the Director and undertaking other necessary communication with DTP members and partners
- Commenting on draft documentation associated with the DTP
- Advising the Manager on handling of specific cases or issues as they arise;
- Liaising with the Chair of the Training Group, the Chair of the External Partners Forum, and the Chair of the EDI Committee
- Contributing to the development of TECHNE strategy, including, for example, that related to training, recruitment or EDI
- Attending and participating in events to promote TECHNE to potential students
- Leadership of TECHNE Congresses hosted by Royal Holloway
- Participating in/leading projects to address areas the Management Group identify as in need of additional support
- Developing and maintaining professional networks and membership of best practice groups to be “ahead of the game” in respect of matters relating to the role
- Ensuring that the College’s commitment to equality of opportunity and diversity is reflected in all aspects of the work

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by the TECHNE Director.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Royal Holloway managers, staff, workers, visitors and students.
- External academic contacts
- Members of the DTP consortium
- Colleagues in other Universities and organisations