JOB DESCRIPTION

Job Title: Director of Postgraduate Research (DPR) 3-year fixed term

Council: Training in Ministry, Union Theological College

Salary Scale: E5: £46,258 - £56,371 (37.5 hours per week)

Responsible to: The Principal of Union Theological College

MAIN FUNCTION OF JOB

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland through the delivery of the duties outlined.

Under the Leadership of the Principal of Union Theological College to assist with the implementation of decisions of the General Assembly relevant to Union Theological College and to carry forward its delegated responsibilities.

Under the direction of the Principal of Union Theological College:

- to contribute to the intellectual life and research culture of the college by engaging in research, teaching, and publication in your areas of interest;
- to co-ordinate the recruitment, selection, training, and supervision of Union Theological College's Research Associate community;
- to oversee existing Union Theological partnerships in doctoral research to ensure compliance with all relevant Union Theological College policies;
- to lead in developing new partnerships that will enhance Union Theological College's research profile;

RESPONSIBILITIES AND DUTIES

Under the overall leadership of the Principal of Union Theological College:

- to engage in on-going academic research and publication (the nature of this post means that the normal faculty sabbatical leave entitlement does not normally apply);
- to represent Union Theological College at academic conferences and other events as required;
- to supervise postgraduate students as required;
- to teach on CTM modules, the BA(Hons) pathway, and UTC PTFI pathways as required;

- to oversee the recruitment and induction of new Union Theological College Research Associates;
- to oversee the ongoing training and development of Union Theological College Research Associates;
- to manage the annual review of the Union Theological College Code of Practice for PhD Study;
- as Chair of the College Research Committee to oversee applications for postgraduate study at Union Theological College;
- as Chair of the College Research Committee to oversee annual student review and to monitor the progress of research projects in the Union Theological College doctoral pathway;
- to ensure that existing collaborative partnership arrangements for doctoral study fully comply with the policies of Union Theological College;
- to advance the mission of Union Theological College by working with the Principal and Management Committee in developing new collaborative partnership arrangements for doctoral study;
- to contribute to the life of the College as a community of learning, worship and faith closely related to the Church whose students it seeks to train;
- to share in the pastoral care of students;
- to take part in the management and general administration of the College;
- to provide theologically-informed leadership and resources for the work of the Councils and Committees of the General Assembly, as required;
- to represent the College, as required;
- to adhere to the Equal Opportunity Policy and to promote equality of opportunity where possible;
- to work in accordance with other relevant workplace policies and procedures e.g. Health and Safety Policy, Data Protection Policy.

Such other duties as are appropriate to the post as may be required by the Principal or the Union Theological College Management Committee.