

DOCTORAL PROGRAMMES COORDINATOR

Programmes

Grade 9, Part time, Permanent contract

Job reference number: 501-23

Applicant Information Pack

Closing date

9am Friday 22 September 2023

Interview date

Wednesday 4 October 2023

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Job Description

Job title	Doctoral Programmes Coordinator
Department	Programmes
Grade	9
Hours of work	Part Time – 0.5 FTE / 17.5 hours per week
Contract type	Permanent
Responsible to	Head of Research
Responsible for	No direct reports
Liaises with	<p>Internal Doctoral students, doctoral supervisors, Registry administrator for doctoral programmes, Director of Programmes, Research and Knowledge Exchange Manager, Research Degrees Committee, Research and Knowledge Exchange Committee</p> <p>External External examiners, external doctoral supervisors</p>
Job overview	Working in collaboration with the Head of Research and the Doctoral Programmes Administrator, the Doctoral Programmes Coordinator oversees all aspects of the day-to-day running of the College's doctoral programmes, including management of the admissions process, delivery of the College's doctoral training programme and doctoral events, monitoring of student progression, provision of supervisor support and training, oversight of transfers and final examinations, and management of programme budgets. The postholder will supervise doctoral students where appropriate to their field of expertise and undertake a programme of research and knowledge exchange.

Key Responsibilities

Doctoral programmes coordination

- **Doctoral admissions:** Advising applicants on research topics, supervisors, and draft project proposals; reading all applications; approval of supervisory teams; convening of and attendance at interviews; liaison with RDC and Registry as needed; lead on marketing and comms for doctoral programmes, including website
- **Student progression:** Monitoring and resolving student progression issues, including meeting with students and supervisors as needed; oversight of transfers and final exams, including approval of all examination panels, liaison with internals, and review of reports; liaise with Registry on student record-keeping processes
- **Student training and support:** Devising of weekly doctoral training programme (in consultation with Head of Research); delivery of training sessions; provision of pastoral support and career guidance to doctoral students; regular liaison with doctoral student reps; coordination of doctoral events, including support for student-led activity; maintain online learning platform for doctoral students; coordination of GTA allocations (with BMus Coordinator)
- **Studentships and bursaries:** membership of London Arts and Humanities Partnership committees; training and mentoring RCM applicants for LAHP studentships; management of LAHP applications process at RCM; responsibility for all LAHP-RCM liaison; allocation of RCM doctoral bursaries
- **Committee membership:** Member of Research Degrees Committee, Research and Knowledge Exchange Committee, Research Ethics Committee
- **Supervisor support:** advise and support all RCM doctoral supervisors (including hourly-paid staff); main RCM contact for external supervisors; prepare monthly payroll timesheet for external and hourly-paid supervisors;

- plan and deliver training for doctoral supervisors
- **Budgetary:** Oversight and planning for doctoral programmes budget (in consultation with Head of Research)

Research and Knowledge Exchange

- Undertake 35 days of research and/or knowledge exchange activity during the year (pro-rata, normally to be taken outside term-time), organised in agreement with the Head of Research through the annual appraisal process. Research activity must be such as is likely to lead to internationally excellent outputs suitable for submission in research assessment exercises
- Actively disseminate relevant outcomes of research/KE through publication, public engagement both within and beyond the RCM, and in national and international scholarly and/or performance arenas
- Play an active role in RCM's research/KE culture
- Supervise doctoral students, as appropriate to field of expertise

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	PhD/DMus in a relevant subject area	Essential	AF, Certificate
	Higher Education teaching qualification or HEA Fellowship	Desirable	AF, Certificate
Experience, Skills & Knowledge	Substantial experience within HE in doctoral supervision, doctoral training and doctoral examining	Essential	AF, INT,
	Strong understanding of a range of current approaches and methodologies in music research, including practice research	Essential	AF, INT,
	Ability to handle complex administrative tasks speedily and effectively, identifying where processes can be simplified or where alternative approaches need to be adopted	Essential	AF, INT,
	An understanding of the needs and expectations of doctoral students from a wide range of backgrounds, and specialising in a range of different music-related fields	Essential	AF, INT,
	Experience of using e-learning platforms and other digital tools for teaching, learning and student administration	Essential	AF, INT,
	Research and knowledge exchange specialism in an appropriate subject area, producing outputs of at least internationally excellent quality	Essential	AF, INT,
	Well-developed understanding of current issues in the UK research landscape, including practice research, research ethics, open access, impact/KE, funding opportunities	Essential	AF, INT,

	High levels of organisation, time management, and resilience in the face of multiple demands	Essential	AF, INT,
Personal Attributes	Ability to relate well to all students and colleagues, and to mediate effectively in difficult situations	Essential	INT
	Ability to contribute effectively as a team member as well as a leader	Essential	INT
	Awareness of student wellbeing and learning support in higher education	Essential	INT
	Ability to work independently, and to take initiative where appropriate	Essential	INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Research within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.	
Contract type	Permanent	
Hours of work	This role is offered on a part time (0.5FTE) basis. Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.	
Salary	RCM Pay Scale Grade 9, incremental points 39 – 44:	
	Spine points	Full-time salary*
	39	£52,701
	40	£54,146
	41	£55,636
	42	£57,168
	43	£58,747
	44	£60,371
	*inclusive of London Weighting allowance	
	**as this is a part-time post, the postholder will receive a proportion of the full-time salary	

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is a role for which the RCM may consider acting as a sponsor for the Skilled Worker visa route. Applicants who would require sponsorship are encouraged to familiarise themselves with the requirements of this visa category prior to submitting an application.
DBS check	Not applicable for this post.
Probation	The post has a twelve months' probationary period.
Notice period	The appointment will be subject to termination by not less than one clear term's notice. Notice during probation will be one month's notice by either party.
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs). For staff engaged with teaching or research at the College we also operate the Teachers' Pension Scheme. Full details of the scheme are available from the Teachers' Pensions website: www.teacherspensions.co.uk
Annual leave	Full time staff are entitled to 245 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave. The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel	Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 and 2023 QS World University Rankings by subject.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.
Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Research at RCM	Research at the Royal College of Music embraces the creative, cultural and scientific study of music. Our thriving community of researchers works on a diverse range of projects in musicology, performance science, music education, composition and performance. The Royal College of Music (RCM) is ranked top UK conservatoire offering music as a single subject in the Research Excellence Framework (REF 2021).

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and **3) 3-page Summary CV** highlighting relevant academic administrative roles and research achievements and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Friday 22 September 2023**

Applications received after the stated closing date will not be considered.

Interview date **Wednesday 4 October 2023**

With some roles at the RCM second interviews may take place.

There will be a task to prepare a 10-minute presentation for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process, please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Dr Diana Salazar
Director of Programmes
August 2023

