

Job Description

Position:	Research and Doctoral Supervisor
School/Service:	Greater Manchester Business School
Reference:	GMBS-094A – GMBS-095A
Grade:	Grade 7 (HERA Pending)
Status:	Permanent
Hours:	Full Time
Reporting to:	Teaching and Learning Lead

Main Function of the Position:

To supervise doctoral researchers in Business and Management through to successful completion, to contribute actively to the School's research environment, and to support publishing outputs of a least REF 2* quality. The postholder will also contribute to doctoral training with the Greater Manchester Business School.

Principal Duties and Responsibilities:

1. Act as primary supervisor for PhD and DBA candidates, ensuring timely progression and successful completion.
2. Provide academic guidance, developmental feedback, and pastoral support to doctoral candidates.
3. Contribute to supervisory teams across the school, ensuring compliance with university regulations and quality assurance standards.
4. Participate in doctoral examinations (as internal examiner, progression panel member, or viva chair where appropriate).
5. Support the delivery of doctoral researcher training in methods, publishing, and professional development.
6. Contribute to the wider doctoral and research culture of the school (seminars, workshops, research clusters).
7. Support doctoral recruitment and admissions, including reviewing applications, interviewing candidates, and advising on offers.
8. Uphold and promote the highest standards of research integrity, ethics, and equality, diversity and inclusion in doctoral education.
9. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.

10. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory corporate requirements.
11. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
12. Awareness of environmental sustainability and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Research and Doctoral Supervisor		Reference: GMBS-094A – GMBS-095A	
School/Service: Greater Manchester Business School		Priority	Method of Assessment
Criteria		(1/2)	
1 Qualifications			
1 a)	Honours degree in relevant subject area	Priority 1	Application Form / Documentation
1 b)	A postgraduate qualification in a relevant subject area	Priority 1	Application Form / Documentation
1 c)	Membership/qualification of a relevant professional body	Priority 1	Application Form / Documentation
1 d)	A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA) , or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	Application Form / Documentation
1 e)	PhD/Professional Doctorate in Business, Management or a closely-related field.	Priority 1	Application Form / Documentation
2 Skills / Knowledge			
2 a)	Proven expertise in research methods relevant to Business and Management (e.g., qualitative, quantitative, mixed-methods, advanced statistical or computational techniques)	Priority 1	Application Form / Interview
2 b)	Successful supervision to completion as <i>first supervisor</i> of at least one doctoral candidate	Priority 1	Application Form / Interview
2 c)	Proven academic development, teaching and assessment skills	Priority 1	Application Form / Interview
2 d)	Active research profile with at least one peer-reviewed journal article of 2* REF quality published within the last two years prior to appointment	Priority 1	Application Form / Interview
2 e)	Competent in the use of IT systems and capable of using IT with respect to the requirements of the role	Priority 1	Application Form / Interview
2 f)	Able to liaise with colleagues and other stakeholder and to contribute to staff development	Priority 1	Application Form / Interview
2 g)	Demonstrated potential to contribute to future REF submissions	Priority 1	Application Form / Interview
2 h)	Credible written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Application Form / Interview
2 i)	Experience supervising professional doctorates (e.g., DBA)	Priority 2	Application Form / Interview

3	Experience		
3 a)	Credible/Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	Priority 1	Application Form / Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	Priority 1	Application Form / Interview
3 c)	Strong interpersonal and mentoring skills for doctoral supervision	Priority 1	Application Form / Interview
3 d)	Publications at 3* or 4* level	Priority 2	Application Form / Interview
3 e)	Experienced and able to publish quality research	Priority 1	Application Form / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form / Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers	Priority 1	Application Form / Interview
3 g)	Contribution to methodological innovation (e.g., published methodological papers, leading methods workshops)	Priority 2	Application Form / Interview
3 g)	Experience of doctoral examining, progression monitoring, or viva panel membership	Priority 2	Application Form / Interview
3 g)	Track record of delivering institutional or national-level doctoral training in research methods	Priority 2	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 d)	Able to successful network with local/national employers and organisations	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	Priority	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.

4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required