

## Candidate Information

**Position:** School Manager  
**School/Department:** School of Mechanical and Aerospace Engineering  
**Reference:** 22/110066  
**Closing Date:** Tuesday 16 August 2022  
**Salary:** £42,149 - £51,799 per annum.  
**Anticipated Interview Date:** Wednesday 31 August 2022

### JOB PURPOSE:

Leading a large diverse team, the School Manager is responsible for the provision of administrative and IT professional support services underpinning all aspects of Teaching and Research. The postholder will ensure the operational and financial sustainability of the School core activities, including line management of senior administrators and responsibility for the effective implementation of all School and University processes and procedures, and be the School point of contact on all aspects of the School estate, compliance, marketing and risk management.

This is a challenging position and represents an opportunity to influence the strategic direction, cultural leadership and management of the School as a core member of the School Senior Leadership team, with direct accountability for implementing strategies and systems to ensure the efficient and effective functioning of the School

### MAJOR DUTIES:

1. To contribute to the formulation and development of School strategic plans within the context of Faculty and Institutional strategies.
2. Lead in the development, management and implementation of initiatives arising from the strategic plans, including appropriate people and infrastructure planning.
3. Drive a continuous improvement agenda in the School, identifying and implementing process enhancements aimed at improving effectiveness and efficiency.
4. To lead the support function of the School with overall responsibility for the professional services team, line management of senior staff within the team, and ensuring that staff are supported and developed to maximum potential, including setting objectives, monitoring progress and managing performance.
5. In liaison with the Head of School, work closely with School staff and the Faculty Finance team to develop, allocate and monitor the School budget, including pay, non-pay and equipment, to ensure the optimisation of available funds. Using available information to report on the financial health and operation of the School, co-ordinate action plans to address under-performance where necessary.
6. Assist the Head of School, in liaison with the Faculty HR Business Partnering team, with all people related matters including recruitment, induction and appointment of all categories of staff, always ensuring legal and policy compliance.
7. Support the Head of School and the School Senior Leadership team in managing the operational requirements relating to the School Educational, Research and Reputation objectives, ensuring compliance with institutional policies.
8. In partnership with the Faculty Student Recruitment Hub, develop appropriate marketing and recruitment plans to ensure appropriate external messaging and support achievement of School student recruitment goals.
9. Establish and build strong working relationships with colleagues on Faculty Executive Board, Faculty Operating Board and across the Professional Services Directorates to support alignment of priorities to ensure focus on delivery of School, Faculty and Institutional plans.

### ESSENTIAL CRITERIA:

1. Honours degree (or equivalent) OR substantial relevant experience in a directly relevant role in a higher education setting.

2. A minimum of 4 years relevant experience to include
  - Effective management of team performance.
  - Leading financial planning and budget management in support of strategic plans.
  - Development and implementation of strategic plans.
3. Experience in effectively managing change and promoting a team ethos.
4. Proven experience in delivering operational efficiency and promoting a culture of continuous improvement, reflecting creativity and a flexible approach to problem solving.
5. Experience of building relationships with internal and external stakeholders.
6. Ability to produce and analyse information to inform complex management decisions.
7. Demonstrable ability to work independently and as part of team reflecting resilience and self-reliance, through effectively coping with conflicting demands.
8. Ability to effectively manage in line with the Core values of the university – Integrity, Connected, Ambition, Respect, Excellence.
9. Excellent communication and interpersonal skills with experience in presenting ideas and producing written reports which are clear and succinct.
10. Strong negotiating and influencing skills.

**DESIRABLE CRITERIA:**

1. A relevant postgraduate or professional qualification.
2. Experience of managing operational aspects (including health and safety) of a building/facility.
3. Experience of workload allocation processes and systems.
4. Demonstrable knowledge and understanding of the current issues, trends and challenges facing the HE sector.