

Candidate Information

Position: School Manager
School/Department: School of Biological Sciences
Reference: 22/110500
Closing Date: Monday 9 January 2023
Salary: £43,414 - £53,353 per annum.
Anticipated Interview Date: Thursday 26 January 2023

JOB PURPOSE:

In collaboration with the Head of School, Institute Director and other members of the School Management Board, develop and deliver the School and Institute's strategic and operational objectives in education, research and reputation. Leading a large professional services team, the School Manager is responsible for the provision of support services underpinning all aspects of Teaching, Research and Innovation within Biological Sciences and the Institute of Global Food Security (IGFS). The postholder will ensure the operational and financial sustainability of the School and Institute core activities, including line management of senior administrators and responsibility for the effective implementation of all School and Institute processes and procedures.

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

MAJOR DUTIES:

1. Lead the support function of the School and IGFS, having overall responsibility for the professional services team including the direct line management responsibility for the School and Institute's senior professional support team, ensuring staff are supported and developed to maximum potential, including setting objectives, monitoring progress and managing performance.
2. Assist the Head of School and Institute Director, in liaison with the Faculty HR Business Partnering team, with all people related matters including recruitment, induction, employee relations, progression etc. for all categories of staff, always ensuring legal and policy compliance.
3. Financial Management: Advise and support the development of short, medium and long-term financial plans and the allocation, management and profiling of the School's budget. Be responsible for the monitoring and control of this and other devolved financial resources including the Institute of Global Food Security (IGFS), endowments, start-up packages etc in line with School and University financial procedures. In conjunction with the Finance Business Partner provide detailed financial and analytical reports on the School's financial position and advise and support the Head of School, Deputy Head of School and Institute Director in reviewing and addressing the financial health of the School and IGFS with regard to financial sustainability.
4. Contribute to the formulation and development of School and IGFS strategic plans that ensure excellence in all aspects of Teaching, Research and Innovation within the context of Faculty and Institutional strategies.
5. Lead in the development, management and implementation of initiatives arising from the strategic plans, such as Strategy 2030 and review, enhance and develop administrative systems, policies and procedures to ensure optimal use of available resources.
6. Drive a continuous improvement agenda in the School and Institute, identifying and implementing process enhancements aimed at improving effectiveness and efficiency.
7. Research Performance: Monitor and report on key research performance metrics to include assessment of performance of the School and IGFS against agreed targets and objectives to the Head of School and Director of IGFS. This includes analysing data and benchmarking performance against peer institutions/individuals both nationally and internationally. Co-ordinate returns for internal School, Faculty, University reviews as well as for REF and other external reviews. Implement appropriate systems and procedures for the maintenance of all research performance indicator data and for the generation of management reports.
8. Manage communication and information systems and structures in the School/Institute, ensuring the availability of high quality and timely information of School and Institute activities internally and externally.

9. Support the Head of School, Institute Director and the School Senior Leadership team in managing the operational requirements relating to the Educational, Research and Reputation objectives, ensuring compliance with institutional policies.
10. 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.
11. 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.
12. Such other duties as may be assigned from time to time by the Head of School or Institute Director.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent) OR substantial relevant experience in a directly relevant role in a higher education setting.
2. Minimum of 5 years' experience in a management role to include:
 - The leadership and development of teams.
 - Effectively managing change.
 - Management of financial resources (to include budget planning).
 - Management of physical infrastructure including health & safety aspects.
3. Substantial experience and track record of project management.
4. Experience of developing and implementing strategic plans involving Education, Research and Innovation.
5. Experience of building relationships with a range of stakeholders and a track record in providing excellent customer service.
6. Experience in the production and analysis of information to inform complex management decisions.
7. Demonstrable ability to work independently and resiliently to strict deadlines when under pressure, and the ability to proactively prioritise competing demands.
8. Excellent communication and interpersonal skills, including listening, applying tact and discretion along with the ability to influence.
9. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
10. Willingness to travel (including internationally) and to work irregular hours on occasion if required in accordance with needs of the post.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualification.
2. Experience of workload allocation processes and systems.
3. Demonstrable knowledge and understanding of the current issues, trends and challenges facing the HE sector.