



<b>Job title</b>	Faculty Operations Director	<b>Job family and level</b>	Administrative, Professional and Managerial Level 7
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	Pope Building, University Park Campus

## Purpose of role

This strategic post is responsible for directing and developing faculty professional services operations in order to support the delivery of Faculty and University objectives. This role is the most senior APM in the faculty and will conduct activity of strategic importance to the University. This involves the strategic and active management of resources, staff and infrastructure and the development of administrative and business functions. The Faculty Operations Director will influence and shape the available resources as appropriate to meet current and future needs of the University and will have a significant impact on the direction, strategy, objectives and results of the University. The University is developing a new target operating model for professional services under the title of Future Nottingham. Like all senior role holders and especially Faculty Operations Directors this role will play a role over the next two years in the refinement and deployment of the model.

The Faculty Operations Director is based in the faculty but is expected to take a University-wide perspective in their work and demonstrate a broad corporate commitment. The Faculty Operations Director will contribute along with the other four Faculty Operations Directors in the faculties to represent University-wide senior professional services in meetings focusing on a problem solving approach to sectoral and institutional issues and the implementation of strategy and operations which may be informed by faculty relevant information but ultimately determined on the basis of supporting University objectives. The Faculty Operations Director as a senior leader will be expected to support, advocate and implement decisions once taken. They will play a key role in ensuring effective partnership and collaborative working between academic and professional services staff in the faculty and in the University more broadly. The Faculty Operations Director may be asked to take on University-level projects and to represent the Faculty in the absence of the Faculty PVC.

The Faculty Operations Director will be responsible for developing and delivering the strategic plans for their faculty and will be accountable for ensuring that the University meets both internal and external requirements and benefits appropriately from “state of the art” developments in their faculty. The Faculty Operations Director will initiate and establish policy through appropriate consultation and negotiation, and advise other senior colleagues throughout the University.

This role reports formally to the Deputy Registrar with a dotted line to the Faculty Pro-Vice Chancellor. Core elements of the role include:

- Leading strategic change management in the Faculty.
- Implementing the faculty strategic plan within the context of University strategy.
- Working with senior officers of the University to deliver University and faculty objectives.
- Ensuring the effective operational management of the faculty.
- Co-ordination of faculty activity in relation to the business planning process as operated under the auspices of the Planning and Resources Committee.
- Supporting the preparation of any business cases for flexible investment funding.
- Representing the faculty at institutional level and beyond

- ensuring the faculty complies with University policies and strategy.
- Contributing to development of policies and procedures at University and faculty level in response to national initiatives.
- Work with Professional Services colleagues to improve standardisation and consistency of processes and systems as appropriate.
- Contribute to a culture of collegiality and collaboration across the Professional Services
- Operating effectively as a senior administrative leader within the University.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Key responsibility headline</b></p> <p>To work with the Faculty Pro-Vice-Chancellor to develop and implement the strategic plans for the faculty and its schools/departments in accordance with the University strategic planning cycle and in support of the University's Strategy. To lead on collating of faculty wide data to help inform strategic planning.</p> <p>To manage the strategic planning process of the faculty. To ensure that the activities of the faculty remain under strategic review in the light of internal and external drivers; with specific focus on student numbers and the implications of change on an annual basis. To ensure that risks, strategic and operational, are identified and managed appropriately.</p> <p>To ensure appropriate support for academic staff in the faculty as they pursue research and teaching strategies.</p> <p>To serve as a member of the Faculty Executive and Strategy Boards. To provide advice and support and to contribute to faculty strategic plan and executive boards and to monitor the implementation of their decisions.</p>	20%
2	<p><b>Key responsibility headline</b></p> <p>To lead the strategic and operational management of all administrative and technical staff in the faculty, working with colleagues from across central professional services to ensure that the University has a joined up, coherent, effective and efficient administration.</p> <p>To lead and manage all professional services staff in the faculty and schools/departments within the faculty and take responsibility for their professional development. To manage all relevant HR processes, of all staff, across the faculty.</p> <p>To work with Heads of School/Department, Associate FPVCs and Operations Managers to ensure the delivery of school/department-level strategic, resource and operation planning, policy development, policy implementation, monitoring, data and quality assurance management as appropriate.</p>	30%
3	<p><b>Key responsibility headline</b></p> <p>To co-ordinate of faculty activity in relation to the business planning process as operated under the auspices of the Planning and Resources Committee. To support the preparation of any business cases for flexible investment funding as may be required by the faculty.</p> <p>To ensure effective financial management in the faculty and manage and review financial and associated risks and be accountable for ensuring that University financial regulations, policies and procedures are followed at all times within the</p>	15%

	<p>Faculty, working with the Finance Advisor.</p> <p>To manage the budgets and resources under their control as required by the FPVC within the context of the faculty's medium term financial plan and seek opportunities for savings and efficiencies in line with University requirements.</p> <p>To ensure that the faculty's infrastructure is effectively maintained and managed and that space is used efficiently. To ensure appropriate compliance with relevant policies including health and safety and IT.</p>	
4	<p><b>Key responsibility headline</b> To work closely with senior officers of the University (including Registrar, CMCO, CFO and HR Director) to ensure that the strategic needs of the faculty are recognised and considered and that the faculty complies with governance policy and statutory requirements.</p> <p>To develop and maintain internal University relationships across key central professional services including HR, Finance, Planning, Student Services, IS, Research support and External Relations.</p> <p>To support the development of institution-wide policies, including chairing and attending committees, and working groups, and sponsoring or managing special projects at local or institutional level in response to national initiatives.</p>	15%
5	<p>To initiate, lead and manage change projects within the faculty as might be required. To initiate, co-ordinate and manage activities related to faculty-wide initiatives, e.g. marketing strategy; internationalisation; implementation of new projects with regard to teaching, research and administration.</p>	10%
6	<p>To supervise the dissemination of information and foster integration and communication across the faculty.</p> <p>To develop and maintain appropriate external relationships with funders, alumni, donors or other stakeholders and networks as may be needed in the delivery of the faculty's strategic goals.</p> <p>To represent the faculty at institutional level and beyond, and ensure the faculty complies with University policies and strategy. To operate effectively as a senior administrative leader within the University.</p> <p>To contribute to the development of policies and procedures at University and faculty level in response to national initiatives</p>	10%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Operational management, strategic and business planning skills.</li> <li>▪ Awareness of the HE sector, university decision making, structures and procedures.</li> <li>▪ Understanding of the implications of being a Faculty in a research- led environment.</li> <li>▪ Proven leadership and change management skills.</li> <li>▪ Excellent interpersonal and communication skills (including oral and written skills).</li> <li>▪ Proven ability to communicate effectively with staff at all levels and to work effectively and collaboratively with academic and administrative colleagues.</li> <li>▪ Proven ability to motivate, negotiate with and influence both individuals and teams.</li> <li>▪ Experience of working with and influencing senior management.</li> <li>▪ Proven ability to handle sensitive and confidential issues and manage conflict effectively.</li> <li>▪ High degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem solving.</li> <li>▪ Demonstrable ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.</li> <li>▪ Experience of developing innovative &amp; novel solutions.</li> <li>▪ Financial awareness and financial management skills.</li> <li>▪ Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Faculty specific experience</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant and extended experience of working in the HE sector, demonstrating expertise in the management of projects, people and resources.</li> <li>▪ Evidence of leadership, experience of managing staff, establishing new administrative systems and procedures and managing resources.</li> </ul>	
<b>Qualifications, certification and</b>	<ul style="list-style-type: none"> <li>▪ Honours degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher degree</li> </ul>

training (relevant to role)		
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## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

## Key relationships with others



