

MANCHESTER
1824

The University of Manchester

Candidate Brief

Director of Faculty Operations,
Faculty of Biology, Medicine and Health

June 2022





As an equal opportunities employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.



Thank you for your interest in this role at the University of Manchester. The University has a rich heritage of discovery, social change and a pioneering spirit, which has been at the heart of what we do since 1824. When you join our university, you become part of a truly diverse and global community of staff, students and alumni all focused on ensuring that we are recognised for the excellence of our people, research, learning and innovation, and for the benefits we bring to society.

As Director of Faculty Operations for the Faculty of Biology, Medicine & Health, you will be expected to promote and advance the vision and strategy of the University to provide outstanding teaching, learning and student experience, research excellence, and a proactive social responsibility agenda, by leading, managing and directing Professional Services across the Faculty. As a member of the University Professional Services Leadership team, you will work collaboratively with Professional Services and academic colleagues at all levels to drive strategic objectives, and manage and deliver quality services, for students and staff. As well as delivering significant Faculty change initiatives, you will also lead and contribute to major institutional change projects and reviews, including capital projects and national research initiatives.

We are looking for a professional who is values-led; who blends authentic, emotionally intelligent leadership with a broad range of professional services management expertise; and has proven ability to deliver strategic transformation, all gained in a large and complex organisational context. In such a multi-layered, multi-faceted and multi-stakeholder setting, your professional judgement, insight and ability to influence strategic direction will be key to your success.

I look forward to meeting you.

Best wishes,



Patrick Hackett, Registrar, Secretary and COO

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About the University

The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 40,500 students, 12,950 staff, a £1 billion turnover, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [*Our future*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

Our future sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



Leadership

President and Vice-Chancellor,
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor
Luke Georghiou

Registrar, Secretary and Chief Operating Officer,
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,
Professor April McMahon

Vice-President for Social Responsibility,
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,
Medicine and Health, Professor Graham Lord

Interim Chief Financial Officer, John Cunningham

Director of People and Organisational Development,
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor, the poet Lemn Sissay OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

Board of Governors

The Board of Governors is the University's governing body. Chaired by Edward Astle, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

The Faculty of Biology, Medicine and Health

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

The Faculty of Science and Engineering

Comprising the Schools of: Natural Sciences; and Engineering.

The Faculty of Humanities

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

Further information on the [University's Faculties and Schools](#).

Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 27th best university in the world (QS University World Rankings, 2021) and 5th in the UK (Academic Ranking of World Universities, 2021).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



The University Estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and brand new constructions. The majority of these landmark projects have been completed, including the Whitworth, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

Research and Innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2014 Research Excellence Framework (REF), where 83% of our research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*). In 2020/21 the University attracted more than £300m of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £962 million of economic impact. Of this, £511 million has come from third-party investment in University spin-out companies, and £451 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).



Teaching and Learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

Our future has set the direction of travel towards flexible learning to enhance, but not replace, in-person teaching. We have established a Flexible Working programme to work in partnership with staff and students to shape the future of learning. It remains our priority that our teaching is accessible and inclusive, with global reach.

Student employability is a key priority for the University. Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, in order to help them develop the distinctive attributes that make the institution University of the year for graduate employment (*The Times and Sunday Times Good University Guide, 2020*).

Activities include: tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to [teaching and learning](#).



Social Responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

In April 2021, our efforts culminated in the University ranking first in the world in the *Times Higher Education* University Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).

Equality, Diversity and Inclusion

The newly-created Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University. The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



The Faculty of Biology, Medicine and Health

The Faculty of Biology, Medicine and Health has an integrated structure to deliver a truly translational approach to the life sciences, ensuring smooth research pathways - from pure discovery science through to clinical application and patient care.

With a total annual income of over £300 million, and over 3,000 members of staff, the Faculty is comparable in size to a medium-sized UK university. Thirty undergraduate and 90 postgraduate programmes offer our 11,000 students opportunities to develop the skills and knowledge they need for a successful career. The Faculty's research ranges from fundamental discovery biology across to applied clinical research, with inter-disciplinary research facilitated by the breadth of expertise across the entirety of the Faculty. The integration of discovery biology, clinical application and patient care within a single Faculty, particularly in a region with notable health inequality, provides us with a real opportunity to have a very significant and positive impact on people's lives.

Our strategic partnerships

The Faculty has a number of key strategic partnerships that underpin its ambitions to develop ground-breaking research. Working alongside six local NHS Trusts, the Faculty is a key member of the [Manchester Academic Health Science Centre \(MAHSC\)](#) - a federation of equal partners that unites leading healthcare providers with world-class academics and researchers. It aims to be a global centre for the delivery of applied health research and education and provide leadership for our local and regional health systems.

It also plays a leading role in [Health Innovation Manchester \(HInM\)](#), which was launched in September 2015, as part of the UK Government's decision to devolve health and social care responsibilities to Greater Manchester. HInM offers a unique opportunity to bring together health and social care, academic and life science related business resources across the region to deliver an innovative health ecosystem that can help accelerate innovation into our local health and social care systems, enhance our global scientific standing and act as a magnet for inward investment.

Key partnerships in the charitable sector include Cancer Research UK; Diabetes UK; and the Wellcome Trust; and the Faculty also has research and funding links to a number of commercial organisations including Unilever, AstraZeneca, GlaxoSmithKline and Boots, who will help us to bring new drugs and products to the market.

We actively engage with our staff and students to work with them to build a culture which embeds equality, diversity, inclusion and accessibility (EDIA) into everything that we do. As a University and Faculty we hold a number of accreditations for EDIA. We do not see these awards as the end goal, but as a means to demonstrate our actions to improve the accessibility, inclusivity and diversity of our staff and student bodies. We passionately believe in the goal of social inclusion from helping all young people to see how they can be the future, to encourage students from all backgrounds to reach their potential and to support our staff to progress and be role models for others.

We are able to identify and challenge differences in practice and attitudes that exist across the Faculty and really understand what it means to be a member of staff in the Faculty of Biology, Medicine and Health. To capture this, the Faculty Leadership Team has identified a series of values and expected behaviours summarised in 'Our Culture'. Not only does 'Our Culture' bring together the behaviours expected of all of us in one place, it also sets a commitment to creating a positive culture for staff, students and visitors from all backgrounds by treating them fairly and equally, irrespective of personal characteristics and beliefs.

Role description

The Director of Faculty Operations is a strategically critical role within the University. Working in partnership with the Vice-President and Dean, the post-holder provides Professional Services (PS) leadership and management to ensure that the Faculty makes a full contribution to delivery of the University's objectives. As a member of the Faculty Leadership team, they will work collaboratively with all senior leaders in the Faculty to develop and deliver the Faculty Strategy and operational plans.

The postholder reports to the Registrar, Secretary and Chief Operating Officer and will work in partnership with the Vice-President and Dean on a day-to-day basis in order to develop and deliver the Faculty strategy and ensure that academic and professional services priorities are aligned. The post holder operates as a key adviser to the Vice-President and Dean on a wide variety of policy and operations, and is expected to be well informed around the University and HE sector context in which the Faculty operates.

Principal Accountabilities:

Leadership

- Partner the Vice-President and Dean in leading all aspects of the Faculty's activities, proactively addressing opportunities as they arise. This includes acting on behalf of the VP-Dean with full delegated responsibility, and also formally deputising when required
- Provide effective senior leadership and management for large teams of multi-disciplinary Professional Services staff, to ensure the efficient and effective delivery of a well-developed, well informed, high performing Professional Services function
- Develop strong and effective relationships with University Professional Services Leadership Team colleagues to maximise potential synergies and to jointly develop and deliver the overall Professional Services strategy and operating model in line with the requirements of key stakeholders
- Lead Institution wide projects and reviews as a member of the University Professional Services Leadership Team
- Manage, influence, and align relationships and build partnerships with key internal and external stakeholders and funders in order to develop and grow stakeholder awareness, engagement and support
- Act as a key point of contact and expertise for the Faculty's range of business operations and activities for internal and external partners and services in order to actively inform, influence and improve services and ensure that they are relevant for the Faculty's needs, including where subject or regulatory requirements may require a more personalised approach. This will include representing the Faculty's and University's interests on a wide range of committees, steering groups and Boards internally and externally

Strategy and planning

- Lead, in partnership with the Vice-President and Dean, the development and implementation of the Faculty's strategy. This will include leading on the management of transformational change encompassing complex policy, process, staffing, systems and compliance issues
- Lead and ensure strategic and operational direction, coordination and advice across all aspects of Professional Services in order to enable delivery of the Faculty's strategic and operational plans, in the context of the requirements of the University's strategic, operational and budget planning cycles
- Provide timely and strategic analysis of national and international developments in the Higher Education Sector and the external political and economic environment to assess their implications for the Faculty and to advise on appropriate plans and actions accordingly
- Through the Faculty academic and PS leadership teams, develop and implement a workforce strategy that informs and supports delivery of the Faculty and University strategy. For PS, this should include:
 - Promotion and embedding of positive culture, behaviours and working practices
 - Review and oversight of training and development requirements to deliver Faculty and School based services
 - Regular review and benchmarking of staffing levels and delivery of core services to ensure these meet user requirements and are as efficient and effective as possible
 - Development, implementation and regular review of staff communications and engagement channels and strategies
 - Development, implementation and review of ways of working, including office environments, IT, and support requirements, to ensure agility and continuous improvement of working practices and environments
- Inform, contribute to the shape of and influence the estates masterplan through development and implementation of clear strategic plans for research and teaching requirements over a 5-10 year period including:
 - Lab, equipment and facilities plan detailing specialist requirements and facilities, changes in utilisation, closure and decommissioning, and opportunities for growth
 - Maintenance and renewal strategies for specialist and large scale infrastructure or equipment
 - Teaching requirements relating to core and specialist teaching facilities, including student number and teaching delivery plans, and changes in delivery mechanisms
 - Workforce planning and changing requirements around workplace
- Inform, contribute to the shape of and influence the IT strategic plan and operational priorities through development and implementation of clear strategic plans for research and teaching requirements over a five-to-ten-year period
- Working with key partners across the University, develop and deliver strategies for improving communication and engagement with staff and students across the Faculty and Schools

Operational delivery/management

- Maintain oversight and strategic leadership of diverse business operations across the Faculty balancing competing needs and ensuring compliance with policy and regulatory

requirements. This includes management and oversight of offsite operations and those housed within partner institutions/partnerships as required

- In partnership with the Vice President and Dean and the Head of Faculty Finance, develop and manage the Faculty budget, ensuring continued financial viability of the Faculty and its constituent parts in order to meet the required financial contribution and aligning the budget to strategic priorities to ensure continued growth and delivery of excellence across all areas
- Delivery of efficient and effective transactional services that meet the strategic requirements of the faculty and schools, including regular benchmarking across the sector to maintain competitiveness in both value for money and quality of delivery. This includes:
 - Ensuring continued consistency of processes and systems across the Faculty and University
 - Delivering effective partnerships to reduce administration on academic staff
 - Embedding working relationships across the University which ensure all PS staff operate as a single team across the organisation
- Develop and deliver value added services which actively contribute to the strategic aims of the Schools, Faculty and University and deliver improvements in key metrics relating to REF, TEF and other review exercises
- Oversight and management of health and safety and compliance issues including assurances around the management of regulatory requirements of specific and complex areas of activity, including technical facilities, export controls and legal requirements relating to the storage and use of restricted goods

Internal and External Relationships

Internal:

Faculty Vice-Deans: Research & Innovation, International, Social Responsibility, Teaching and Learning

Deputy Vice President and Deputy Dean

Vice-Deans and Heads of School

Head of Faculty People and Organisational Development

Head of Faculty Finance

Head of Faculty Estates

Faculty Strategic IT Partner

Members of University's Professional Services Leadership Team

Members of the University's Senior Leadership Team

University Intake Management Group, Internal Auditors, external partners and agencies (academic, business, public sector, for example to establish partnerships and agree contracts).

External:

External funding bodies, industrial partners and governance bodies, including: NHS Partners, Health Innovation Manchester, Integrated Care Board, Greater Manchester Combined Authority, Manchester City Council, Oxford Road Corridor (inc. Manchester Science Park) and Innovation District Manchester.

Person specification

The Director of Faculty Operations will be expected to demonstrate the following:

- Significant senior leadership and management experience within a large, complex organisation, with a demonstrable proven history of achieved results
- Experience of leading people through change and developing a culture of continuous improvement, partnership and collaboration, and resilience
- An authentic leadership style with the ability to lead by example, set direction and motivate staff, negotiate and influence laterally and upwardly
- Excellent analytical skills, demonstrable agility and flexibility of thought, and the ability to approach complex scenarios with a logical, analytical and structured response, as well as the ability to see the bigger picture without losing sight of the detail.
- Experience of leading and managing a large multi-disciplinary team in providing a wide range of services
- Excellent organisational management skills along with the ability to influence managers to manage and develop high performing teams and implement policy and procedure effectively and efficiently at all levels
- Experience of managing complex HR issues where a flexible approach may be required
- An innovative approach to operational management and the ability to make decisions with little precedent and to tolerate ambiguity in a complex environment
- The ability to communicate, influence and engage effectively at all levels and with a wide variety of people, both orally and in writing and a strong commitment to open communication, flexibility and participation
- The strategic insight to be able to lead, develop and deliver complex strategies and plans focusing three to five years or more ahead, with the ability to effectively direct resources to achieve University strategic goals in a financially sustainable way
- Analytical and decisive decision maker with the ability to determine root causes or trends, generate and implement pragmatic and simple solutions, and prioritise and communicate to staff key objectives to achieve organisational goals
- Significant experience of managing organisational and cultural change in response to changing needs, and direct project management experience
- Teamwork - able to act as a team member at all levels of the University, building key relationships with people to drive achievement and successful outcomes
- Personal development - demonstrable commitment to personal development.
- A knowledge and understanding of the external environment in which the University and Faculty operate and the statutory requirements associated with the core Faculty activities.
- Experience of managing, to target, budgets including successful implementation of cost savings and service efficiencies.
- Strong judgement and effective decision-making, including the ability to successfully conclude highly sensitive and confidential negotiations

How to apply

The University of Manchester has engaged the services of Dixon Walter, to whom applications should be sent by midnight, Monday 4th July 2022.

Applications should be made via email to mike@dixonwalter.co.uk including the following to be included on separate documents:

- A letter of application setting out your interest in the role and details of how you match the person specification (no more than 500 words)
- A comprehensive curriculum vitae (CV)
- Details of three referees (not to be contacted without your permission), your current remuneration and notice period
- A completed Personal Details Form which is available at <https://www.dixonwalter.co.uk/opportunities/dofu-bmh-manchester/>

Queries

To confidentially discuss this opportunity, please contact Mike Dixon or Simon Critchley at Dixon Walter on 0191 500 5500 or at mike@dixonwalter.co.uk

Equal opportunities

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit. Our University is positive about hybrid and flexible working. Blended working arrangements may be considered.

All candidates applying for the role will be required to complete a Personal Details Form. This will assist us in monitoring selection decisions to assess whether equality of opportunity is being achieved. Information collated from the Form will not be used as part of the selection process and will be treated as strictly confidential.

Personal data: In line with GDPR, we ask that you do not send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV or application documentation will be understood by us as your express consent to process this information. Please also remember not to mention anyone's information or details (such as referees) who have not previously agreed to their inclusion.

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