

Particulars Of Appointment

PROFESSIONAL SERVICES

Office of the President & Vice-Chancellor

Head of Office

Vacancy ref: PSX-024761

Salary:	Grade 9
Hours:	Full-time – 35 hours per week
Start/duration:	Permanent
Based at:	Office of the President & Vice-Chancellor
Reports to:	President and Vice-Chancellor (P&VC) with dotted line to Registrar, Secretary and COO
Informal enquiries:	Patrick Hackett

Job Description

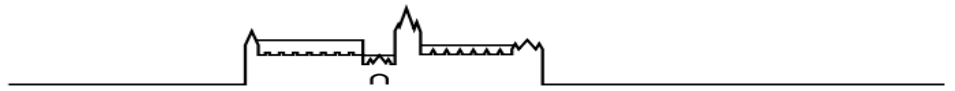
Overall purpose of the role

The Head of the President and Vice-Chancellor's Office plays a critical role in supporting the P&VC.

It is a unique relationship which relies on implicit trust, integrity, openness and understanding. On occasion it may call for diplomacy and challenge within the context of an overarching relationship based on shared values and priorities.

Enabling the effective discharge of the P&VC's duties and priorities, with all key compliances satisfied. Provision of high-quality advice to the University's SLT on any aspect of the operational and strategic direction of the University and its operating environment. This advice concerns matters of the utmost confidentiality and/or sensitivity, much of which is complex in nature and over which judgments must be made.

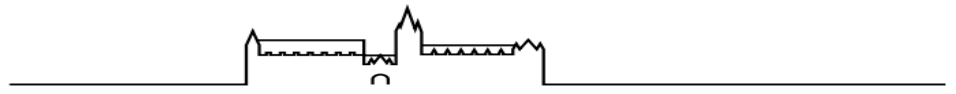
The post involves ensuring the proper exercise of authority and delegated responsibility; articulating and representing the P&VC's views both internally and externally; project management; and managing major funds (over £6m)



Key Responsibilities, Accountabilities and Duties:

Directorate Administration Support

- Preparing and/or commissioning (internally and externally, as appropriate) reports, advice and briefing materials on a wide spectrum of emerging and/or continuing issues (policy, strategic and operational), opportunities and challenges facing the University - typically these are sensitive and/or complex and require research and the exercise of judgment in evaluating the advice received and, as appropriate, formulating alternative advice, in order to inform decision making by the P&VC.
- Preparing informed and timely statements and correspondence to ensure compliance with reporting processes (internal and external) and to protect the University's reputation.
- Articulating and representing the P&VC's views both internally and externally, to ensure that the position of the P&VC on a wide range of issues is properly understood and respected.
- Dealing with the wide range of complaints and allegations received by the Office (as this is often the first port of call within the University), establishing the facts and ensuring that these are dealt with in line with the relevant policy, exercising judgment to ensure that the case is handled appropriately and that communications are effective.
- Dealing with information governance requests in accordance with the University's policies and with due account of their sensitivity.
- Ensuring, as necessary, due diligence has been conducted before signing off statutory returns /legal undertakings etc. to ensure effective internal control arrangements and minimise exposure to potential liabilities (financial, reputational).
- Acting as Secretary to the Senior Leadership Team (SLT) - this includes supporting actions and attendance at meetings to ensure business is dealt with expeditiously and appropriately and that the necessary governance arrangements are respected.
- Leading projects/inquiries initiated by the P&VC. This includes having responsibility for the programme of engagement (corporate and personal) - the majority are high profile, and many are also sensitive in nature and so need to be well aligned with institutional objectives and organised accordingly in support of the reputation of the institution and relations with key stakeholders.
- Ensuring events involving the P&VC are shaped and organised appropriately with the necessary due diligence carried out.
- Ensuring the effective management of a wide projects and inquiries initiated by the P&VC.
- Exercising line management responsibility for all staff in the P&VC's office - overall responsibility for determining priorities, workloads, the introduction of new activities and ways of working and for reviewing performance in order to ensure delivery of high-quality service and compliance with key regulations/legislation (data protection, health, and safety financial etc.)
- Managing the budget of the Office of the P&VC, overseeing the use of strategic and discretionary funds delegated to the P&VC - this relies on judgments about strategic and reputational significance; and managing allocations from and accountability for the President's Fund and Strategic Investment Reserve Fund (SIRF) - the latter involves careful investigation and negotiation to ensure the resources are used appropriately and in support of the University's strategic priorities.



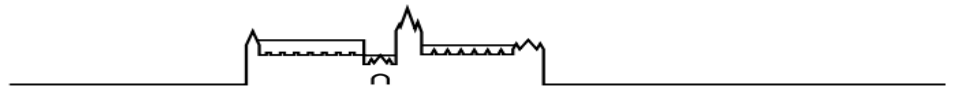
Internal and External Relationships:

Internal

- Daily engagement with members of SLT, particularly RSCOO. Various purposes, including briefings, advice, taking soundings on a range of strategic and operational issues.
- Communications team: work with the Director of Communications on a regular basis on a wide range of issues from development of statements to the annual programme of internal communications for the P&VC (articles and their themes, visits to Schools and their purpose and open meetings and communications with staff). In addition, work on ad hoc projects (e.g., all staff communications from the P&VC which are of a sensitive nature and/or potentially of interest externally and could impact on the University's reputation with external stakeholders).
- Director of Development & Alumni Relations: on programme of engagement with alumni and donors.
- Deputy Secretary on the range of interactions with the Board members and in particular the Chair of the Board and the business taken through the General Assembly and programme of engagement with both bodies.
- AVP for Special Major Projects on a wide range of issues of political relevance – ensuring P&VC is fully briefed and that appropriate follow-up action takes place.
- Senior officers across the University on a range of external visits e.g., from ministers, key stakeholders.

External:

Agencies (e.g., Russell Group, UUK), Ministers and their advisers, other universities (Vice Chancellor's offices) and Government bodies on University position on a wide range of issues (e.g., Israeli embassy on proposed UCU boycott of Israeli Universities) – purpose to build relationships, establish/clarify University's position and to shape position of external bodies. Also at events, for example the Royal Society, Royal household, embassies, charities, corporates (e.g., Tesco).



Person Specification – Essential Knowledge, Skills, and Experience

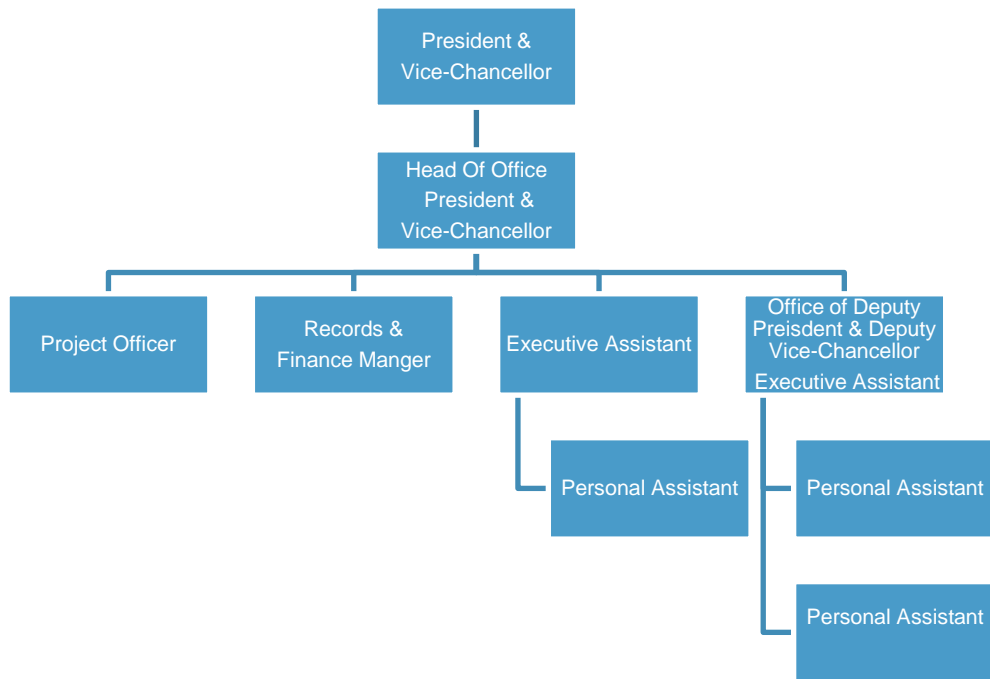
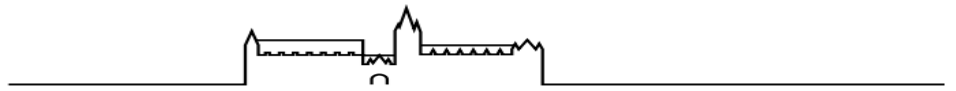
Experience

A demonstrable record of providing high quality policy advice to senior management and management skills in situations requiring the highest possible discretion and confidentiality.

- A proven record of success in providing high quality administrative leadership in an important arena (or important arenas) of this or another major University.
- A sound, current understanding of the higher education environment in the UK and internationally.
- A clear understanding of the principles and practice of governance and management in UK higher education.

Skills/knowledge and qualities

- Extensive knowledge of the governance, organisational structure, administrative policies, processes, and procedures of a university like the University of Manchester as well as knowledge of, and commitment to, the University's mission and key strategic objectives.
- Capacity to read and understand quickly issues arising from a wide range of complex material received daily by the Office and to initiate appropriate action in response.
- Good ability to manage a demanding, dynamic, and highly varied workload.
- Excellent written and verbal communication skills.
- Exceptional people skills.
- High emotional intelligence with the ability to liaise with individuals at all levels.
- The ability to work well with a wide range of colleagues from different academic and professional backgrounds.
- Self-motivation, flexibility, confidence, and the ability to work effectively without supervision.
- Tact, diplomacy, discretion, and the political acumen necessary to deal with a variety of complex and potentially sensitive issues in an expeditious manner.
- Budget and staff management.



Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring, and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals. The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.