

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**FACULTY OF BIOLOGY, MEDICINE & HEALTH**

**FACULTY OFFICE BIOLOGY, MEDICINE & HEALTH**

**DIVISION OF FACULTY OFFICE - BMH – ADMINISTRATION**

**HEAD OF PLANNING, COMPLIANCE & GOVERNANCE**

**VACANCY REF: BMH-020964**

<b>Salary:</b>	Grade 8 £54,949 to £65,578 per annum, depending on relevant experience
<b>Hours:</b>	Full Time (1 FTE)
<b>Duration:</b>	Permanent
<b>Location:</b>	Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

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**Overall Purpose of the Job:**

The Head of Planning, Compliance & Governance within the Faculty of Biology, Medicine and Health is a multidimensional role that leads a broad and dynamic portfolio of activity across Planning, Compliance, NHS Liaison, and Governance for the Faculty.

They provide proactive strategic and operational support to the Vice President and Dean, Director of Faculty Operations and Faculty Leadership Team to inform the development of the Faculty's strategy. As a senior role within the Faculty's Professional Services Leadership Team, this is a dynamic role which combines oversight of strategic planning with that of cognate areas across Governance, NHS liaison, Health and Safety, and Compliance.

**Main Responsibilities**

**Strategic:**

- Provide trusted strategic and operational support to the Vice President and Dean, Director of Operations and Faculty Leadership Team on all aspects of planning, governance, compliance and NHS liaison, providing key analytical insights and practical solutions across the Faculty's full range of activities

- Lead the ongoing development and implementation of the Faculty's planning process, ensuring that focus is kept on strategic priorities, assessment of performance and co-ordination of initiatives, monitoring performance against targets and KPIs throughout the strategic cycle
- To contribute to the University level planning process, working collaboratively and in partnership with the University and Faculty Planning Teams on the coordination of the annual planning cycle and timely submission of Faculty plans
- Contribute significantly to the development, implementation and monitoring of the Faculty's strategy and student number planning, ensuring they are underpinned by explicit, robust assumptions with clear ownership and change control
- Support the Vice President and Dean and members of the Faculty Leadership Team in maintaining positive relationships with NHS partner Trusts and ensuring that effective communication channels are established, at all levels, with partner Trusts

## **Operational**

### **Planning Operations:**

- Manage and coordinate the delivery of a comprehensive and effective service across the Faculty to support all aspects of planning, compliance, and governance, working in partnership with other managers and business partners in Schools, in the Faculty and across the University
- Ensure that the Faculty complies with all requests for information and completes all compliance returns on a timely basis. Coordinate and compare the responses required from Schools and share information to improve efficiency and reduce duplication of effort
- Have overall responsibility for data accuracy and integrity for all information relating to the Faculty on University systems
- Develop networks and relationships with senior colleagues in the Schools, Faculty and University to ensure that consistent processes and policies are put in place
- Support the Director of Operations in reviewing and comparing resource levels across the Faculty including active benchmarking and strategic positioning of services and standards
- Active advocate of the university "virtual team" of analysts and the development of university wide MI capability

### **Risk and Compliance:**

- Ensure that the Faculties have robust systems in place for identifying and managing risks, including in off-site activity
- Act as key point of contact for managing and responding to requests to the Faculty for compliance information, including Freedom of Information requests
- Ensuring the Faculty has in place appropriate systems and procedures for the management of Health and Safety
- Ensure that the Faculty has in place appropriate information governance and data protection procedures, coordinating the roles of information guardians within the Faculty, and ensuring that all staff are aware of their obligations and responsibilities with respect to data

management, with close liaison with the University Compliance and Risk Team and the Faculty Head of Technical Operations

- Play an active role in the University's Emergency Incident Management and Business Continuity Planning processes
- Ensure that the Faculty has robust systems in place for identifying and managing risks, including off-site activity
- In liaison with other Faculty leaders, ensure that the Faculty and Schools are implementing all relevant University policies and procedures and that best practice is being shared and followed

### **NHS Liaison**

- Ensure that the information required with respect to clinical academic staffing is provided, working alongside Faculty HR and Finance leads in ensuring that systems are in place for conducting joint appraisals, that clinical job plans are complete and reviewed annually, that appropriate salary recharge arrangements are in place
- Ensure that a Memorandum of Understanding with each partner NHS Trust is in place and reviewed annually

### **Leadership**

- Lead and nurture the Faculty Planning, Compliance and Change team to support delivery across the scope of the team's core business, with a strong commitment to development and expertise building
- Demonstrate an understanding of and commitment to embedding the University's policies and procedures to support and promote Equality, Diversity & Inclusion across all core business areas
- Participate proactively as a member of the Faculty Professional Services leadership team, developing effective and beneficial relationships within and outside of the Faculty
- Play a key role in establishing and maintaining the University's reputation and profile nationally (and internationally where appropriate), providing business intelligence and benchmarking, and contributing to the development of KPIs where appropriate

### **General**

- Maintain confidentiality of information in line with data protection requirements and University policy
- Comply with Health and Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
- Contribute to the University's agenda for social responsibility, including sustainability

## **Person Specification**

### **Essential Skills and Experience:**

- Demonstrable leadership experience in the development of strategies, policies and plans and monitoring of performance
- An awareness of the of context in which the University is operating and understanding of the current issues facing higher education
- Demonstrable Experience of leadership, including the management of staff and resources and accountability for delivering major projects and/or complex operating plans
- Demonstrable experience of delivering successful and sustainable strategic and organisational change at a high level within a complex organisation
- Able to successfully negotiate with and influence colleagues including demonstrable success of working in active partnership with diverse stakeholders
- High quality report writing and advanced presentation and facilitation skills
- Highly numerate and able to review, present and interpret data reports
- Evidence of working collaboratively and proactively across organisational boundaries
- Able to manage projects and operations to successful outcomes within budget
- Capacity to innovate and support change management, with experience of leading a team through change
- Able to identify and effectively implement creative solutions to problems and to develop new systems and processes
- A pragmatic practitioner who is accomplished at “doing” as well as delivery through others
- Ability to motivate and inspire colleagues
- A demonstrable commitment to the principles of equality, diversity and inclusion

### **Desirable Skills and Experience:**

- Experience of, or leadership within, a higher education context
- Understanding of the NHS environment and its interaction with Higher Education
- Understanding of risk management principles
- Experience of Health & Safety management