

Academic Related Level 1 Role Profile

General Information about role profiles:

- describe typical requirements that could be expected at a grade
- are generic enough to apply to all disciplines/areas covered within the career route
- are not replacements for job descriptions or individual/job specific objectives or individual role outline forms
- are not an exhaustive/minimum list of requirements at a grade

Academic Related role profiles describe roles which:

- provide the University with a wide range of particular expertise in different contexts including:
 - central university management and administration
 - professional advice (for example, on legal or personnel issues)
 - financial management and advice
 - information services, including library and computer services
 - student services (for example, providing careers advice, support services for particular needs, accommodation and leisure facilities)
 - estate and facility management
 - faculty and departmental administration
- may involve the management of people and resources within an area of activity
- involve responsibility for ensuring the effective operation of an area, seeking specialist advice or other support where required and if appropriate
- may involve responsibility for developing a team and the operation in relation to an area of activity to meet current and future organisational requirements
- may conduct analyses to solve/resolve problems and issues with short-term consequences where necessary

Academic Related Level 1 profile describes roles where role holders:

- will contribute to the effective delivery of a service which requires administrative, specialist, technical or professional knowledge and that meets users' requirements within a clear policy framework and approach defined by others
- will be expected to be developing and extending their administrative, specialist or professional experience and expertise and may be expected to be working towards a relevant qualification.
- will typically have tasks assigned to them by a more senior colleague. They will have ready access to advice and support but with some degree of independence and demonstrating some initiative
- may be the first point of contact for service users and staff requiring advice or support
- will need to be acquiring a growing awareness of wider university policies and priorities, and of developments in higher education and their particular field

Communication
<ul style="list-style-type: none">▪ Able to communicate clearly both orally and in writing▪ Will regularly be required to communicate day-to-day and more specialised information orally and in writing▪ Explain policies and procedures to staff and students▪ Contribute to handbooks and guidance manuals to outline and explain systems and procedures▪ Produce and present reports with guidance and direction from senior staff▪ Deal with straightforward non-routine issues delegated from senior staff
Teamwork and Leadership

Academic Related Level 1 Role Profile

<ul style="list-style-type: none"> ▪ Will normally participate in and contribute to the work of a team ▪ Contribute to building team morale as an active participant in the team
<p>Liaison and Networking</p>
<ul style="list-style-type: none"> ▪ May be a member of a cross functional/ cross college or unit group, and if so, will be expected to contribute to the work of the group or to share information ▪ Liaise with colleagues from same and other schools/ units to share information
<p>Service and Quality Standards</p>
<ul style="list-style-type: none"> ▪ Provide general advice and/or defined services to colleagues, students and other service users within a clear policy framework and approach defined by others ▪ Interpret and apply university policies and procedures, where policy is clear and well developed and under direction
<p>Decision Making</p>
<ul style="list-style-type: none"> ▪ Independent decisions will affect self only. Collaborative and advisory decisions may affect immediate team/ area and day-to-day operations. ▪ Decision making will require guidance and support, where necessary.
<p>Planning and Managing Resources</p>
<ul style="list-style-type: none"> ▪ Will be required to plan and prioritise their own activities ▪ May contribute information to the operational and financial planning process of the immediate team ▪ May make some contribution to planning processes in their own area of activity ▪ Ensure deadlines with 'customers' in role holders area of responsibility are met
<p>Initiative and Problem Solving</p>
<ul style="list-style-type: none"> ▪ Apply developing knowledge/ expertise/ judgement to the analysis and assessment of problems and issues within the role holder's area of responsibility, and make recommendations to support decision making ▪ Solve day to day problems as they arise, choosing between a number of options which have clear consequences, by following guidelines or referring to what has been done before. Able to recognise when a problem should be referred to others ▪ Resolve customers' issues within the parameters of the University's policies where specific guidance exists
<p>Analysis, Research and Scholarship</p>
<ul style="list-style-type: none"> ▪ May be involved in the analysis/ interpretation of data ▪ Assist in researching and collating of straightforward information, including identifying trends regarding service usage, student numbers, expenditure against budget, cost projections for staffing etc.
<p>Sensory and Physical Demands</p>
<ul style="list-style-type: none"> ▪ The demands of the role will be straightforward, typically involving the use of standard office equipment. ▪ Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information ▪ Use of AV equipment
<p>Work Environment</p>

Academic Related Level 1 Role Profile

<ul style="list-style-type: none">▪ Responsibility for health and safety is that of due care and diligence in relation to own work activities▪ Be aware of the risks in the work environment and their potential impact on own work▪ Typically work in an office environment
Pastoral Care and Welfare
<ul style="list-style-type: none">▪ Will be sensitive and considerate of staff and student's pastoral/ welfare needs which may include dealing with signs of distress.▪ Will seek guidance where necessary and refer an individual on to the appropriate party where further advice is needed
Team Development
<ul style="list-style-type: none">▪ May be involved in the induction of new members of staff▪ May be required to share knowledge on regulations and policies
Teaching and Learning Support
<ul style="list-style-type: none">▪ Will not normally be required at this level although may on occasion be required to provide simple demonstration or explanation of a procedure or of the operation of equipment
Knowledge and Expertise
<ul style="list-style-type: none">▪ Possess an academic qualification or part of a relevant professional qualification or sufficient vocational/practical experience to demonstrate equivalent professional development▪ Have a basic knowledge of practices, processes and systems related to their area of activity.▪ Able to demonstrate some evidence of basic analytical skills.▪ Able to operate within financial and resource management regulations.▪ Proactively engage in continuing professional development to keep knowledge and skills up to date

Academic Related Level 2 Role Profile

Academic Related Level 2 profile describes roles where role holders:

- will have a good understanding and theoretical knowledge of a relevant professional, specialist, technical or administrative field
- will be developing and extending their experience within the higher education context
- will demonstrate a greater degree of independence and initiative than is expected from somebody in a Level 1 Role
- will be involved in the provision of advice and /or defined services to colleagues, students and other service users, which is more complex than that provided at Level 1, but still within a clear policy framework and approach defined by others and with support available to help in difficult situations
- will be responsible for planning and organising their own work and, in some areas, may be expected to be leading a small team with clear responsibilities
- may be the first point of contact for service users and staff requiring advice or support
- will be expected to make a contribution towards the resolution of more complex problems or longer-term issues
- will be expected to contribute to the identification of gaps in information and systems, and report accordingly to their line managers

Communication
<ul style="list-style-type: none">▪ Ability to communicate clearly on complex and other specialist issues, sometimes to non-specialists.▪ Explain policies and procedures to staff and students▪ Write and contribute to handbooks and guidance manuals to outline and explain systems and procedures▪ Produce and present reports to ensure information is shared and understood▪ Deal with more complex issues delegated from more senior staff
Teamwork and Leadership
<ul style="list-style-type: none">▪ May either manage more junior colleagues within an administrative team with a clear remit or lead small operational projects of a short term nature (i.e. weeks and months duration)▪ Contribute to building team morale as an active participant in the team▪ Be flexible in approach to delivering team objectives
Liaison and Networking
<ul style="list-style-type: none">▪ Will be expected to participate in groups to share information and best practice, and will proactively and reactively liaise on a day-to-day basis generating and adapting information to affect the way things are done.▪ Co-operate with other areas of the University to develop new and/or improved processes and supporting systems.▪ Liaise with colleagues from same and other schools/ units to share information to gain ideas for implementation in own area▪ Use membership of professional bodies to improve capabilities (if applicable)
Service and Quality Standards
<ul style="list-style-type: none">▪ Identify additional service requirements or areas for service improvement and then assist in the co-ordination and /or design of innovatory solutions to optimise service quality, efficiency and continuity▪ Responsible for monitoring the standards of the immediate service being delivered including proactively gain feedback from users to inform assessment▪ Interpret and apply university policies and procedures in relation to more complex issues with support if necessary

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Decision Making
<ul style="list-style-type: none">▪ Decisions (independent, collaborative and advisory) will affect self and team and may affect other units of the University▪ Decision making may require guidance and support, where necessary.▪ May have delegated responsibility for monitoring use of an allocated budget▪ Collaborate with others on decisions regarding operational objectives and issues▪ Advise management on operational issues affecting the area
Planning and Managing Resources
<ul style="list-style-type: none">▪ May manage a team of staff or a number of specialists.▪ Will be required to plan and prioritise their own and if responsible for a team, the team's day-to-day activities and may be involved in medium-term to long-term operational planning▪ May contribute information to the annual operational and financial planning process of the immediate team.▪ May make some contribution to planning processes in their own area of activity or contribute to longer term planning within the area as part of the local management team, monitoring the achievement of plans and flagging potential issues or barriers▪ Agree deadlines with 'customers' and prioritise team's work to ensure these are met
Initiative and Problem Solving
<ul style="list-style-type: none">▪ Apply developing knowledge/expertise/judgement to the analysis and assessment of problems and issues within the role holder's area of responsibility, and make recommendations to support decision making.▪ Solve standard day to day problems as they arise, choosing between a number of options which have clear consequences, by following guidelines or referring to what has been done before. Able to recognise when a problem should be referred to others▪ On occasion, resolve problems requiring the use of initiative and creativity i.e. where a range of options is available but judgement is necessary as no one option is likely to provide resolution▪ Resolve customers' issues within the parameters of the University's policies▪ Identify staff issues with regard to performance, grievances, and agree a way forward to deal with the individual circumstances basing this on the broad guidance available but referring any significant issues to senior staff
Analysis, Research and Scholarship
<ul style="list-style-type: none">▪ Required to demonstrate good analytical skills.▪ Advise on the analysis/interpretation of data and identify trends, sourcing additional information where appropriate, to support the resolution of issues▪ Research and collate information, identify and interpret trends regarding service usage, student numbers, expenditure against budget, cost projections for staffing etc.▪ Research industry/market trends
Sensory and Physical Demands
<ul style="list-style-type: none">▪ The demands of the role will be straightforward, typically involving the use of standard office equipment.▪ Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information▪ Use of AV equipment

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Work Environment
<ul style="list-style-type: none">▪ Responsibility for health and safety is that of due care and diligence▪ Be aware of the risks in the work environment and their potential impact on own work and that of others▪ Typically work in an office environment
Pastoral Care and Welfare
<ul style="list-style-type: none">▪ Will be sensitive and considerate of staff and student's pastoral / welfare needs which may include dealing with signs of distress. Will seek guidance where necessary and refer an individual on to the appropriate party where further advice is needed▪ Support others coping with compassionate or domestic emotional demands
Team Development
<ul style="list-style-type: none">▪ May be involved in the induction of new members of staff and may take on a regular, on-going coaching / mentoring of team members to enhance performance, sharing own knowledge and expertise.▪ Share knowledge on regulations and policies
Teaching and Learning Support
<ul style="list-style-type: none">▪ May be required to impart information to staff and / or students outside their own team▪ Undertake demonstrations, explanations and presentations e.g. on how to use the service and facilities▪ Talk customers through the use of systems to ensure they can use them effectively in the future
Knowledge and Expertise
<ul style="list-style-type: none">▪ Possess a professional or academic qualification (where required) or sufficient vocational experience to demonstrate equivalent professional development.▪ Sound knowledge of principles, theory, practices, processes and systems related to their area of activity▪ Some understanding of relevant external and internal regulations and requirements.▪ Ability to operate within financial and resource management regulations.▪ Experience of managing own workload and competing demands.▪ The role may require the capacity to provide operational supervision / management as well as providing advice on policies, procedures and regulations in a management context.▪ Apply knowledge of University policies, procedures and systems, providing an expert point of reference for others▪ Apply knowledge and expertise in managing / supervising people if required for the role▪ Proactively engage in continuing professional development to keep knowledge and skills up to date

Academic Related Level 3 Role Profile

Academic Related Level 3 profile describes roles where role holders:

- will have a broad knowledge of their discipline and, where appropriate, will be professionally qualified and have in depth specialist skills and knowledge
- will have the ability to lead/ manage a team either permanently or in project activity and/or will be regarded as experts in their technical field
- will be responsible for providing professional or specialist or technical or administrative (as the case may be) advice and expertise, direction and input across a range of activities
- will play a significant part in setting operational procedures
- will typically be accountable for the quality of service delivery in their own practice and/or immediate area of responsibility
- will provide inputs to the development of new systems and procedures and will require an understanding of the professional, legal, regulatory and policy requirements of the environment in which they work
- will need to resolve relatively complex issues, respond to the changing work environment and manage change in their area of responsibility.

Communication
<ul style="list-style-type: none">▪ Will regularly be required to communicate clearly on complex and specialised issues both orally and in writing, sometimes to non-specialists▪ May be required to draft revised policies, procedures and processes within own area of responsibility▪ Deliver briefings within their area of expertise for other staff and/or students
Teamwork and Leadership
<ul style="list-style-type: none">▪ May manage a team of staff or a number of specialists to ensure the successful delivery of a significant administrative, specialist, technical or professional service.▪ Lead setting of objectives, monitoring of performance and building of team morale as team manager▪ Make significant contribution to determining team objectives in conjunction with senior manager(s)▪ Allocate work to members of the team
Liaison and Networking
<ul style="list-style-type: none">▪ Represent and/or promote own unit, school or college, as required, at internal and external meetings and events▪ Co-operate with other areas of the University to develop new and/or improved processes and supporting systems through participation in working groups and other cross college/ unit groupings▪ Liaise with colleagues from other HE institutions to exchange ideas to assist improvements in own area
Service and Quality Standards
<ul style="list-style-type: none">▪ Ensure that professional and/or quality service standards are maintained within area of activity▪ Deliver services within budget▪ Review outputs / results over time in area of responsibility and make recommendations for improving service delivery.
Decision Making
<ul style="list-style-type: none">▪ Decisions (independent, collaborative and advisory) will affect self, immediate team/ area and on occasion the wider University.▪ Will often have delegated responsibility for budget management▪ May make recommendations about the maintenance, development and

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<p>improvement of physical resources within their defined area of authority.</p> <ul style="list-style-type: none"> ▪ Collaborate with others on decisions regarding operational objectives and issues ▪ Advise management on operational issues affecting the area
<p>Planning and Managing Resources</p>
<ul style="list-style-type: none"> ▪ Make a significant contribution to planning in own area and may contribute to planning processes outside own area of activity. ▪ May manage a team of staff or a number of specialists ▪ May manage projects and ensure that they are completed to the required standard, on time and within budget, typically over a timescale of weeks and months with a contribution to the longer term ▪ Will be required to plan and prioritise their own activity and the team's day-to-day activities ▪ Will be required to monitor performance of team in medium-term to long-term operational planning
<p>Initiative and Problem Solving</p>
<ul style="list-style-type: none"> ▪ Required to apply skills creatively to solve problems ▪ Apply knowledge/experience and use judgement to address issues where the solutions are not clear ▪ Develop and test proposed solutions to problems that are identified or as they arise ▪ Identify additional service requirements or areas for service improvement
<p>Analysis, Research and Scholarship</p>
<ul style="list-style-type: none"> ▪ Required to demonstrate well-developed analytical skills ▪ Will present concise reports in relation to analyses carried out ▪ Ability to clearly and accurately interpret data and trends, sourcing and critically analysing additional information where appropriate, to support the resolution of issues e.g. in relation to student numbers, expenditure against budget, cost projections for staffing etc.
<p>Sensory and Physical Demands</p>
<ul style="list-style-type: none"> ▪ The demands of the role will be straightforward, typically involving the use of standard office equipment. ▪ Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information ▪ Use of AV equipment
<p>Work Environment</p>
<ul style="list-style-type: none"> ▪ Responsibility for health and safety is that of due care and diligence ▪ Be aware of the risks in the work environment and their potential impact on own work and that of others ▪ Typically work in an office environment
<p>Pastoral Care and Welfare</p>
<ul style="list-style-type: none"> ▪ Will be sensitive and considerate of staff and student's pastoral/welfare needs which may include dealing with signs of distress. Will seek guidance where necessary and refer an individual on to the appropriate party where further advice is needed ▪ Provide support on work related issues particularly to members of work team ▪ Support others coping with compassionate or domestic emotional demands
<p>Team Development</p>
<ul style="list-style-type: none"> ▪ Ability to motivate staff

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- Monitoring and appraisal of performance of team members as appropriate
- Input into staff development needs of team
- Provide ongoing coaching ,training and mentoring to team members

Teaching and Learning Support

- May be required to impart information to staff and/or students outside their own team
- Undertake demonstrations, explanations and presentations e.g. on how to use the service and facilities
- Talk customers through the use of systems to ensure they can use them effectively in the future

Knowledge and Expertise

- Breadth of knowledge of their discipline / field through vocational experience and full relevant professional qualification (where appropriate).
- Good understanding and appreciation of relevant external and internal regulations and requirements
- Ability to take on a leadership role in relation to professional expertise, a team of staff, a project group or a small number of specialists, to ensure the successful delivery of an administrative, specialist, technical or professional service.
- Some experience of working within a university (or similar) environment

Academic Related Level 4 Role Profile

Academic Related Level 4 profile describes roles where role holders:

- will be professional specialists, administrators and/or managers with high-level expertise based upon relevant professional qualifications and/or extensive vocational experience
- will exercise, within their unit or school, a substantial degree of independent responsibility and discretion to develop, implement or revise policies and processes which have an impact University wide
- will typically either be managing a team or teams or, as senior individual expert contributors, tackling significant planning and/or operational projects
- will be expected to set quality and professional standards in their area and have significant influence upon the structure and development of that area of activity often across the University
- will be responsible for developing and implementing operational plans, and contributing to longer-term plans for their area that fit within broader functional and university strategies
- will have some input into wider university plans with long term impact
- will initiate and lead changes in response to University policy or pressures from the external environment.

Communication
<ul style="list-style-type: none"> ▪ Will be required to communicate clearly and routinely on complex and specialised issues both orally and in writing ▪ Able to draft revised policies, procedures and processes taking into account implications for the whole institution ▪ Deliver briefings and presentations for other staff and/or students and externally
Teamwork and Leadership
<ul style="list-style-type: none"> ▪ Lead a team (or teams) of administrative, specialist, technical and / or professional staff on substantial projects of wide significance ▪ Make a significant impact upon longer-term direction, strategy and objectives of the team (or teams)
Liaison and Networking
<ul style="list-style-type: none"> ▪ Represent the University (as required) in liaison, collaboration and/or negotiation with external bodies, including sector groups ▪ Play an active part in university structures and governance beyond immediate area of responsibility, working with colleagues from across the university and participating in committee work to provide expert advice
Service and Quality Standards
<ul style="list-style-type: none"> ▪ Be responsible for setting standards and monitor progress against agreed criteria for own area of responsibility, with service often being provided across the University ▪ Anticipate service user needs and requests, identifying new opportunities and facilitating the management of change. ▪ Ensure that the service responds to changes in requirements, regulations and legislation ▪ Shape strategic direction of own area of activity, considering implications for the immediate and long-term futures
Decision Making
<ul style="list-style-type: none"> ▪ Decisions made independently will in some cases be significant. Involvement in collaborative decision making at a senior level ▪ Make decisions regarding the operational aspects of own area of activity / team(s)

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<ul style="list-style-type: none">▪ Contribute to decisions which have an impact beyond the immediate area of activity▪ Will have responsibility for budget management
Planning and Managing Resources
<ul style="list-style-type: none">▪ Shape strategic direction of own area of activity, considering implications for the immediate and long-term futures.▪ Identify trends, strengths, weaknesses, opportunities and threats in own specialist area of responsibility that may have an impact, and enable appropriate and timely action to be taken in response▪ Plan and organise work for self and others over periods of typically at least a year's timeframe▪ Contribute to the overall management of the department in areas such as resource management, business and programme planning.▪ May lead a team (or teams) of administrative, specialist, technical and / or professional staff on substantial projects of wide significance▪ Manage the allocated budget for area of responsibility and/or projects effectively
Initiative and Problem Solving
<ul style="list-style-type: none">▪ Apply broad and/or deep knowledge and experience of field of expertise to address significant problems or unresolved issues, some of which may be multi-disciplinary in nature▪ Lead and oversee ad hoc teams to resolve difficult issues
Analysis, Research and Scholarship
<ul style="list-style-type: none">▪ Will be required to demonstrate analytical skills appropriate to strategic thinking and development▪ Will be required to undertake complex analyses and interpretation, using these to define new, more effective procedures/ways of working
Sensory and Physical Demands
<ul style="list-style-type: none">▪ The demands of the role will be straightforward, typically involving the use of standard office equipment.▪ Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information▪ Use of AV equipment
Work Environment
<ul style="list-style-type: none">▪ Take responsibility for managing the impact of the environment on the work and safety of the team, as well as other staff or students where required▪ Typically work in an office environment▪ May be expected to take responsibility for conducting risk assessments and reducing hazards

Pastoral Care and Welfare
<ul style="list-style-type: none">▪ Will be sensitive and considerate of staff and student's (where appropriate) pastoral/welfare needs which may include dealing with signs of distress.▪ It is likely that complex cases will be referred to the role holder by someone else and will require autonomy in dealing with the issues presented, seeking support from professionals where necessary▪ Provide support on work related issues particularly to members of work team▪ Support others coping with compassionate or domestic emotional demands

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Team Development
<ul style="list-style-type: none">▪ Ensure the development and training needs of staff are identified and met▪ Ensure capability exists in the area to meet future departmental plans and, ultimately, meet the strategic aims of the University▪ Monitoring and appraisal of performance of team members as appropriate▪ Provide ongoing coaching ,training and mentoring to team members
Teaching and Learning Support
<ul style="list-style-type: none">▪ As a leading university or faculty expert on a particular issue, provide expert guidance and advice to other professional staff and academic leaders, where necessary▪ May plan information sessions designed to impart knowledge to staff and/or students outside their own team
Knowledge and Expertise
<ul style="list-style-type: none">▪ Relevant professional qualifications and/or extensive vocational experience.▪ Successfully carrying out a series of progressively more demanding roles.▪ Highly developed knowledge of the principles, theory and practice relevant to their area of responsibility.▪ Well-developed knowledge of their own systems (and of the University as a whole) and services and how they relate to other university systems as well as relevant external regulations and requirements.▪ Sound understanding of financial and resource management procedures, with some experience of controlling a budget and setting priorities.▪ Strong interpersonal skills, including the capacity to motivate staff and to negotiate, influence and network effectively both within and outside the University.▪ Ability to lead a team of administrative, specialist, technical and/or professional staff▪ High level of analytical skills and ability to deliver on substantial projects.

Academic Related Level 5 Role Profile

Academic Related Level 5 profile describes roles where role holders:

- will be the most senior member of staff with their expertise working within their area of the University
- will be responsible for leading and managing a major area of activity or professional function across or within a major part of the University
- will typically lead a team of experienced managers and/or professionals across an area of strategic importance to the University
- will ultimately be responsible for developing and delivering the strategic plans for their area of activity
- will be responsible for ensuring that the University meets both internal and external requirements
- will initiate and, through appropriate consultations and negotiation, establish policy changes to tackle new challenges, issues and situations
- will review and evaluate the development and delivery of their service and make a significant impact upon longer-term direction, strategy and objectives, advising the Senior Management Team where appropriate
- will make a significant contribution to the overall management and future strategy of the University

Communication

- Able to communicate at all levels within the institution and externally on complex and specialised issues both orally and in writing
- Able to produce revisions to policies, procedures and processes taking into account implications for the whole institution
- Deliver briefings and presentations to senior management and to other staff and/or students and externally
- Will often be lead communicator with a University committee

Teamwork and Leadership

- Lead and manage a major administrative and/or professional function across or within the University
- Direct longer-term direction, strategy and objectives of the team (or teams)

Liaison and Networking

- Chair committees and participate in Institutional decision making and governance
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the Institution
- Represent the University (as required) in liaison, collaboration and/or negotiation with external bodies, including sector groups
- Play an active part in university structures and governance beyond immediate area of responsibility, working with colleagues from across the university and participating in committee work to provide expert advice

Service and Quality Standards

- Anticipate future demands upon their service and identify the strengths, threats, weaknesses and opportunities in their area of responsibility in order to generate appropriate policies for the University
- Explore ways of improving efficiency and effectiveness and promote improvements in value for money.
- Ensure that there is good user feedback and quality processes are in place and that this information informs policies to improve the service

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Decision Making
<ul style="list-style-type: none">▪ Make decisions on the most difficult issues▪ Determine the final allocation of resources within own area of responsibility▪ Act as the final arbiter in local disputes.▪ Be party to and collaborate in strategic decisions at Institutional level
Planning and Managing Resources
<ul style="list-style-type: none">▪ Manage competing demands and priorities within their area of responsibility and set priorities within overall university plans and strategies▪ Contribute to the overall management and future of the University, including debates on policy and long-term strategy▪ Take overall responsibility for forward planning in their area of responsibility..▪ Make and oversee arrangements for the maintenance, development and improvement of physical resources▪ Provide overall strategic planning direction and objectives for all staff within area▪ Responsible for budgetary management within area of operation
Initiative and Problem Solving
<ul style="list-style-type: none">▪ Take responsibility, through chairing committees or running projects, for major initiatives that have significant resource and strategic implications.▪ Apply broad and/or deep knowledge and experience of field of expertise to address significant problems or unresolved issues, some of which may be multi-disciplinary in nature
Analysis, Research and Scholarship
<ul style="list-style-type: none">▪ Able to demonstrate analytical skills at the highest level
Sensory and Physical Demands
<ul style="list-style-type: none">▪ The demands of the role will be straightforward, typically involving the use of standard office equipment.▪ Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information▪ Use of AV equipment
Work Environment
<ul style="list-style-type: none">▪ Take overall responsibility for managing the impact of the environment on the work and safety of staff in the area, as well as other staff or students where required▪ Typically work in an office environment
Pastoral Care and Welfare
<ul style="list-style-type: none">▪ Overall responsibility for welfare of staff drawing on specialist advice and support as required.▪ Ensure that an appropriate framework is developed and used for pastoral care issues.
Team Development
<ul style="list-style-type: none">▪ Take overall responsibility for staffing policies, recruitment and staff development in their area of activity, assisting their immediate subordinates to improve and develop their careers and raise their performance.▪ Ensure that they, and all the staff for whom they are responsible, maintain professional and academic standards in accordance with university policies (e.g.

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equal opportunities, health and safety)

- Monitoring and appraisal of performance of team members as appropriate
- Provide ongoing coaching, training and mentoring to team members

Teaching and Learning Support

- Provide expert advice, based upon deep knowledge and substantial experience, to members of Court, SMT, and other senior managers

Knowledge and Expertise

- Extensive experience in their area of activity.
- Extensive relevant professional leadership and/or management experience in a range of progressively broader, more demanding and more influential roles.
- Ability to contribute to university planning processes at a strategic level
- Well-developed understanding of financial matters and experience of managing a substantial budget.
- Detailed knowledge of their area of activity and how it relates to and impacts on all other parts of the University.
- Breadth of vision not only within their own area of responsibility but also in relation to the wider needs of the University.
- Experience of leading large and diverse teams.
- Excellent interpersonal skills and capacity to motivate staff, negotiate, influence and network effectively, and impact at a senior staff level