

Position: **Faculty Resources Manager** Lancaster University Management School (**LUMS**)



Lancaster University is one of the UK's top universities, ranked in the UK Top 10 and in the top 1% globally and established as a world player in research and teaching.

The entry standard for undergraduates is now at its highest level ever, and Lancaster graduates are performing well in an increasingly competitive job market.

The University places great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student population, on a friendly campus that is part of one of the safest cities in the UK. Since 2003 the University has invested over £450m to transform the campus for students and boost research and teaching facilities. Lancaster University has an international outlook but also a strong commitment to engage with the regional agenda and works closely with its partners in the North West.

Students from one hundred countries make up a thriving community based around nine colleges. Lancaster's community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil.

Following the University's golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.

The University

Lancaster University is ranked in the UK Top 10 in both the Guardian and the Complete University Guide; the University is also ranked No.1 in the North West and in the Top 1% of universities globally.

Our research has been rated as world leading in the 2014 Research Excellence Framework (REF). We are ranked 13th for the percentage of world leading research out of the 128 institutions listed and 18th in the UK overall.

The Lancaster's exceptional MBA programme is ranked 35th in the world and 4th in the UK. The University provides excellent facilities for its 12,000 students and 3,000 staff, having invested heavily in the campus to create new academic facilities and improved teaching spaces.

The last five years have seen the creation of a new centre for the Creative Arts, a brand new Sports Centre and a state-of-the-art Engineering building.

A great location to live and work, our campus is one of our greatest assets and manages to be the best of both worlds - a busy urban vibe surrounded by great parkland and sports facilities.

Our campus is easily accessible and less than three miles from both Lancaster city centre and the M6 motorway. The city has excellent National Rail services, with frequent direct trains to London taking only two and a half hours, or an hour to Manchester and Liverpool.

The University operates a range of policies and practices that support staff to meet their work commitments alongside family and home responsibilities. These include flexible working arrangements, generous paid parental leave as well as a Pre-School Centre and numerous other inclusive practices and facilities.

To find out more about the University visit www.lancaster.ac.uk/about-us/theuniversity



Strategic Plan

Our strategy is to become a university that is globally significant - a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and future.

Driven by research, and stimulating learning, the globally significant university informs and changes practice and thinking worldwide.

Specifically, our strategy is to:

- raise the profile and recognition of the University nationally and internationally
- continue to grow the University's subject mix and portfolio
- build on our existing subject strengths, seeking to place each of our departments in the top 100 in the world and/or the top 15 in the UK
- explore new forms of strategic partnership, unconstrained by historical relationships and forms of collaboration
- build on our growing transnational activities and partnerships to develop a substantial international presence at a scale that provides the resources and activities to be considered globally significant
- attract the best staff to work for Lancaster University, and within our international partnerships, to assist us in delivering our strategic priorities



Our People

Lancaster's success depends on the talented, creative and committed people who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, to attracting and celebrating diversity, and recognising how all staff contribute to and enhance the overall success of the University.

Our People Strategy 2020 clearly articulates that the core strength of our university is our people.

Further details on our People Strategy can be found at www.lancaster.ac.uk/hr/people-strategy



Living in Lancaster

Lancaster is a historic city offering excellent restaurants, shopping, arts and culture amid stunning Georgian architecture and panoramic coastal views across Morecambe Bay, with the breath-taking scenery of the Lake District only half an hour away.

Lancaster itself is situated in the picturesque rural landscape of northwest England. A magnificent twelfth century castle overlooks the city, and in the lush green space and woodland of Williamson Park the iconic Ashton Memorial gives superb views of the Lakeland fells across the sweeping Morecambe Bay coastline.

Lancaster's river, the Lune, runs along the edge of the neighbouring Forest of Bowland, an area of outstanding natural beauty, and meanders past many villages before flowing through the city and finding its way to the sea.

One of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), Lancaster is brimming with arts and culture. The city's arts venues often play host to major theatre and comedy tours, as well as independent productions, and film fans have the choice of an independent

cinema, a multiplex, and even a cinema on the University campus.

With a number of galleries and museums located in the city, there's plenty for lovers of the arts to get their teeth into. There is an abundance of both traditional pubs and wine bars within Lancaster, situated along the banks of the canal, through the streets and even underneath the city in the castle's former wine cellars. Live music venues all over the city are home to guitar, electronic, folk, classical and jazz gigs.

The University's 'travel to' area stretches past Lancaster and Morecambe from the Lake District to Preston and east along the Lune valley, offering a range of housing from city centre to rural environments.

Housing is varied from old townhouses to barn conversions and new build, and competitively priced. Further information on the city of Lancaster can be found at

www.visitlancashire.com/explore/lancaster

For candidates who are relocating to Lancaster further information on the local areas can be found at

www.lancaster.ac.uk/hr/recruitment/files/relocate



About the School

We are an award-winning, triple accredited and world-ranked school, paying a pivotal role in realising the objectives of an ambitious, internationally-leading University.

We believe in the strength of a healthy and growing School community, where we challenge convention, push boundaries and shape agendas. Research is at the heart of our success; we are proud to offer research-led teaching and engagement. We are strengthened by embracing different perspectives through collaboration and diversity of our students and staff. We believe in nurturing potential for all and attracting top talent, be they students or staff.

Lancaster University Management School is typically ranked in the UK's top ten and among the World's top 100 business schools. We are a leading full-spectrum business school in the UK.

Thanks to its significant role in supporting British enterprise, the School is one of only three business schools in the UK to have the Small Business Charter Gold Award. The 2016 Financial Times World MBA Ranking places the Lancaster MBA first in the world for corporate strategy, fourth in the UK overall and 35th in the World.

We are a genuinely internationally-leading school thanks to our collegiate culture and our uncompromising commitment to excellence. Our global vision is embedded in everything we do. Our students and staff come from all over the world and we've developed partnerships with organisations internationally. We have significant plans for facilities investment and are currently embarking on an exciting new build that will provide a hugely enhanced School over the next three years.

LUMS comprises of seven academic departments which promote the full range of business and management subjects and seven research centres.



Academic Departments:

- Accounting and Finance
- Economics
- Entrepreneurship, Strategy and Innovation
- Leadership and Management
- Management Science
- Marketing
- Organisation, Work and Technology

Research Centres:

- Centre for Family Business and SME Engagement
- Centre for Sustainable Health
- Centre for Advancing Leadership Studies and Practice
- Centre for Technological Futures
- Centre for Transportation Systems and Logistics (CENTRAL)
- Centre for Productivity and Efficiency
- Centre for Financial Econometrics, Asset Markets, and Macroeconomic Policy

The leading London-based policy research think tank, the Work Foundation is also a part of the School.

Further information on Lancaster University Management School can be found on the website <http://www.lancaster.ac.uk/lums>

About the **Role**

The Faculty Resources Manager will join a team of professional colleagues based in the Dean's Office of Lancaster University Management School (LUMS) with shared responsibility for providing a high level support to the senior leadership team.

This new role will combine leading and managing all aspects of the Faculty's devolved responsibilities for HR with responsibility for instigating and managing a portfolio of faculty-wide projects in support of our ambitious strategy. Projects will be varied in nature and will cover the full range of business activities, for example management of our Athena Swan application and contribution to the next round of external accreditation visits.

The role will be varied and challenging and the successful candidate will need to work successfully with a wide variety of people including academic staff, professional service colleagues and external partners and contributors.

Candidates should be able to work independently and have an excellent understanding of the working and influencing in a research-led academic environment. They will bring rich expertise and experience and an ambition to provide an exceptionally high standard of support to our leadership team.

They should enjoy working in a busy, demanding environment and will have excellent communication, relationship building, influencing and negotiation skills. They will also have strong team working skills and be able to make a positive contribution to our collegial and supportive culture.

This varied and challenging role offers wide scope for personal and professional development. Informal enquires may be directed to Sue Atherton, Head of Faculty Administration

s.atherton1@lancaster.ac.uk +44 (0) 1524 510742



Job Description

Job Title: Faculty Resources Manager	Present Grade: 7
Department/College: Dean's Office, Lancaster University Management School	
Directly responsible to: Head of School Administration (with a professional accountability reporting line to the Faculty HR Partner)	
Supervisory responsibility for: Dean's Executive Assistant	
<p>Other contacts:</p> <p>Internal: Dean; Associate for Staffing; Associate Deans; Department Heads; Departmental Officers; Academic and support colleagues in the School; LUMS' HR Partner; HR Division; Vice Chancellor's Office; Professional Services Divisions</p> <p>External: Academics at other institutions; Government Departments; External Accreditation and ranking bodies; Colleagues at other HEIs</p>	
<p>Job purpose:</p> <ul style="list-style-type: none"> • To be a member of the Dean's Office, leading and managing all aspects of the Faculty's devolved responsibilities for HR, working closely with the Dean, Associate Dean for Staffing, Head of School Administration, Faculty HR Partner and members of the School's senior management team. • To manage the Dean's Office, ensuring adequate resources and support for the Senior Team. • To instigate, lead and manage improvement and change projects. <p>Major Duties:</p> <ol style="list-style-type: none"> 1. To provide high level, proactive support and guidance through the Central Academic Promotions and Professorial Pay Review Rounds for the Faculty's management. To advise on compliance with the requirements of the central processes, including: ensuring that paperwork from Departments is complete and up-to-date; advising the Dean, Associate Dean for Staffing and Heads of Department on referee suggestions; checking completeness of draft papers; submitting case papers to the University Promotions Committee; supporting with the preparation of statements in conjunction with the Dean or relevant senior colleague. 2. To support managers across the Faculty in the implementation of HR, providing guidance on all aspects of HR administration and practice, including (for example) recruitment, retention, promotion and probation. 3. To provide high level of pro-active support for the Faculty's HR Committee, ensuring that relevant processes are followed. To provide advice to the Dean, Associate Dean for Staffing and Head of School Administration on any relevant issues, and to follow up actions as required. 4. Supporting the senior management team in relation to staff retention, including providing supporting statements and background information on individual cases, providing initial support and seeking specialist advice as required. 	

5. To lead on ensuring continuous improvement and excellent practice in relation to staff recruitment, championing the strategic importance of this activity.
6. To support the senior management team on succession planning (including Head of Department appointments) and in relation to staff development.
7. To build a comprehensive knowledge and understanding of the Faculty, understanding current and future staffing needs and working with the Faculty's senior team to design and fulfil central school roles and requirements.
8. To manage, under the leadership of the Associate Dean for Staffing, the Athena Swan accreditation process.
9. To act as the key link between the Faculty and HR to provide and analyse key user perspectives for promoting and ensuring continuous improvement around Faculty HR processes and practice.
10. To analyse and review Faculty level HR management information, ensuring that this is accurate and up to date for faculty accreditation exercises and rankings, operational workload and resource planning.
11. To be responsible for the collection, provision and interrogation of HR related data from internal and external sources against specific criteria outlined by the external accreditation bodies and for creating and maintaining systems to track the process for data collection and input.
12. To respond to requests from colleagues for HR related data for rankings in a timely manner.
13. To ensure the smooth flow of information between finance and HR, providing up to date information on salaries and vacancies to inform good financial planning and management.
14. To record sabbatical decisions, liaising with HR as necessary.
15. To draft reports for the senior management team, including HoD reviews.
16. To work with HR and Departments to ensure good practice and compliance in relation to PDR.
17. To be responsible for the resourcing and management of the Dean's Office.
18. To manage faculty-wide projects, working alongside the Faculty's senior team to develop and scope improvements across the School aligned with the School's strategy including restructures and repositionings.
19. To provide support for maintaining the Faculty's external accreditation portfolio, working closely with the External Accreditation Manager to provide a high level of knowledgeable support during peak times in the accreditation cycle.

Other Duties

20. To work with colleagues in the Faculty Office to provide an effective, efficient and friendly support service to the constituent departments of the Faculty and the wider University community, including suggesting ways in which this service might be enhanced or improved.
21. To provide cover for the wider activities of the Dean's Office including support for the governance structure of the Faculty if required.
22. To provide administrative support for the Head of School Administration on an ad hoc basis.
23. To undertake any other duties, or training and development, appropriate to the grade of the post, as required by the Head of School Administration or their delegate.

Person Specification

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent qualifications/experience	Essential	Application Form
Experience of staff management and team development	Essential	Application Form/Supporting Statement
Experience of the Higher Education sector and an awareness of the activities, priorities and issues affecting business and management schools	Essential	Application Form/Supporting Statement/Interview
The ability to lead on projects, working co-operatively and flexibly with colleagues, enthusing and motivating others and achieving results through others without necessarily using line management authority	Essential	Application Form/Supporting Statement/Interview
Excellent personal, written and oral communication skills and the ability to present information in an accurate and appropriate format to a wide variety of audiences	Essential	Application Form /Interview
Excellent organisational and planning skills with the ability to manage multiple work-streams	Essential	Supporting Statements/ Interview
Demonstrable experience of all aspects of Committee servicing, including agenda setting, minute taking and action follow-up	Essential	Supporting Statements/ Interview
The ability to convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
Commitment to undergo further training through operational requirements and personal development	Essential	Interview
Knowledge of the Athena Swan Charter, including the accreditation process for the Athena Swan Award	Desirable	Supporting Statements/ Interview
Familiarity with UK and international business school accreditations and rankings	Desirable	Supporting Statements/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.

Terms and Conditions

Salary

The current salary range for a Grade 7 post is £32,958 - £38,183.

Pension

This role offers the role holder the opportunity to join the University Superannuation Scheme (USS)

www.uss.co.uk

Relocation

For those relocating nationally or internationally a generous relocation package is available.

Flexible Benefits

All staff are eligible to participate in the University's sector leading flexible benefits scheme.

The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on the benefits chosen.

Further information can be found at

www.lancaster.ac.uk/hr/total-reward/benefits



Appointment Process

Applications should be made online at
<https://hr-jobs.lancs.ac.uk/>

Informal enquires may be directed to Sue Atherton, Head of School Administration s.atherton1@lancaster.ac.uk +44 (0) 1524 510742

