

JOB DESCRIPTION
Deputy Director of the Work Foundation
Vacancy Ref: A2421

Job Title: Deputy Director of the Work Foundation	Present Grade: 9
Department/College: Work Foundation – Lancaster University Management School	
Directly responsible to: Director of the Work Foundation	
Supervisory responsibility for: Business development and policy team	
Other contacts Internal: Dean of LUMS, HoDs, LUMS and LU Research Directors, Associate Deans. External: Sponsors, Clients, Government Departments, the Media, Funding Bodies	
Job Purpose: <p>The Deputy Director of the Work Foundation (WF) will support the Director in providing strategic direction and operational management for the business to build its reputation for leading thinking and action to advance Good Work, as well as ensuring the cost effective use of resources.</p> <p>The post-holder will actively contribute to business development and planning and will be directly responsible for securing new projects and income and managing the delivery of its operations and work programme, ensuring the quality, relevance and impact of the work. This will include ongoing project development to maintain a strong pipeline of funding opportunities, and leadership and management to keep projects on track and on time, and managing staff, wider resources and associated activities to deliver results.</p>	
Major duties: <ul style="list-style-type: none"> • Providing leadership across key parts of the WF’s work programme, and ensuring the work programme effectively delivers budget commitments and provides ongoing research and analysis that meets strategic objectives and achieves impact. • Personally securing income and building strong relationships with partner organisations to strengthen the WF’s reputation and to maximise impact and reach. • Identifying new business opportunities with WF and LUMS colleagues to develop a strong pipeline of funding that supports delivery of the WF strategy and enhances the financial viability of the business. • Encouraging a high quality research, funding and policy development culture for the WF, ensuring the greatest quality, relevance and impact of our work. • Managing effective communication activities to build a high profile for the WF in public debates, and senior communities nationally and internationally, and a strong media presence which enhances impact with influential stakeholders including government and its agencies, employers and individuals and their representative bodies. 	
Leadership and Management <ul style="list-style-type: none"> • Responsible for overseeing the delivery of the work programme, steering the effective design, management and delivery of complex research and policy projects to meet quality standards • Responsible for advancing knowledge within the team around the future of work and public policy and practice in learning, skills and employment or other related fields 	

- Responsible for advancing business development and commercial activity, maintaining current markets and exploiting new opportunities to meet financial targets and personally securing income to enhance the financial viability of the business
- Responsible for the management of people at the WF, leading and motivating the team, to ensure achievement of overall objectives, deliver results and achieve impact
- Identifying specialist talent both within and outside of the organisation (e.g. including through management of the associate pool and Lancaster University Fellows) and maximising skills and experience to enhance and develop the Work Foundation and its reputation.
- Working with the University's HR department to ensure that the appropriate HR policies, procedures and practices are developed, implemented and adhered to.
- Working with Director to develop and implement measures and targets to ensure that the WF delivers against objectives and enhances the external profile and reputation of the business nationally and internationally.
- Ensure on-going effective internal and external communications working with the University's marketing and communications team to enhance the WF as a thriving and sustainable organisation.
- Deputise for the Director as appropriate.

Managing Resources

In association with the Finance Division of Lancaster University the Deputy Director will be responsible for management of finance and resources at the Work Foundation, in particular for:

- Leading on financial forecasts and modelling and assisting with the preparation of budgets of TWF's financial position.
- Management of the WF within the funding constraints set during the budget setting cycle.
- The monitoring and control of income and expenditure including financial forward planning
- Ensuring that the appropriate Financial Regulations are observed.
- Being responsible to the Director for ensuring that all legal and statutory matters concerning the Work Foundation are met and adhered to.

Other Duties

- Any other duties commensurate with the grade of the post as may reasonably be required by the Director of WF and the Dean of LUMS
- To represent Lancaster University at external conferences, meetings and events in the UK.
- To undertake overseas travel in support of the development of global opportunities.