

JOB DESCRIPTION
Vacancy Ref: A2558

Title: Operations Manager, Ruskin Library and Research Centre	Grade: 7
Duration: Permanent	
Department: Ruskin Library and Research Centre for Culture, Landscape and the Environment	
Directly responsible to: Director (RL&RCCLE) Click here to enter text.	
Supervisory responsibility for: RLRC team when deputising for the Director	
Other contacts: <ul style="list-style-type: none"> - Internal: Ruskin Advisory Board, University Administration and Professional Services (including Facilities, ISS, Commercial Services, Conferencing, Students Union, Marketing & Communications and Alumni & Development); colleagues and students cross-campus. - External: funders (including ACE) community & voluntary organisations at local, regional , national and international levels 	
Purpose of Post: <p>The Operations Manager is responsible for the day-to-day operations and outreach of the Ruskin Library and Research Centre for Culture, Landscape and the Environment (RL&RCCLE). He or she will ensure that the operational capability reflects the ambitions and targets for the RL&RCCLE Strategic Plan. The post will support the Director in ensuring that that the RL&RCCLE plays a significant role on campus, in the city of Lancaster, as well as nationally and internationally.</p>	

Major Duties:

- Under the leadership of the Director, to coordinate the day-to-day operations of the Ruskin Library and Research Centre for Culture, Landscape and the Environment (RL&RCCLE) and to ensure efficient operational delivery of the programme of exhibitions, events, engagement and outreach on and off campus.
- To ensure that the operational capability reflects the ambitions and targets for the RL&RCCLE Strategic Plan, monitoring against key performance indicators and meeting operational and financial targets in the plan and updating policies, and ensuring alignment with our commitment to the funders of the Collection and to the Arts Council England as a Nationally Accredited Museum.
- To ensure robust financial management through budget oversight.
- To support the Director in long-term planning, problem solving and setting annual RL&RCCLE targets for income and expenditure.
- To support the Director to ensure the implementation of an effective and highly visible Communications Strategy for the RL&RCCLE both in print and online.
- To project manage and oversee relevant projects as required by the Director.
- To produce reports for funders (e.g. HLF and Arts Council England) and governance committees for the RL&RCCLE.
- To support the Director with major grant/ fundraising applications, through liaison with relevant stakeholders and by contributing financial and operational information.
- To support the Director in sourcing new local and regional civic and community relationships as well as nurturing existing relationships.
- To implement and maintain robust Risk Management and Health and Safety processes throughout all operations.
- To deputise for the Director when she is absent, including undertaking delegated line management of RL staff, and to undertake professional development and any other duties required by the Director as appropriate.