# JOB DESCRIPTION

## Vacancy Ref: A3588

### Job Title: Faculty Manager

### Present Grade: 8

### Department/College: FST Faculty Office

### Directly responsible to: The Executive Dean; Deputy Chief Executive (Operations)

### Supervisory responsibility for: Faculty Office senior staff; Departmental Officers x 7

### Other contacts

**Internal:**
- Includes: Associate/Assistant Deans; Heads of Department; academic staff; Faculty Managers in other faculties; professional services staff; students; LUSU

**External:**
- Faculty clients and partners; other HEIs.

### Major Duties:

**The Role**

The Faculty Manager will play a central role in forward planning and the further strategic development of the Faculty and managing the Faculty’s resources to ensure the Faculty’s objectives are achieved. As a member of the Faculty’s senior management team, the post-holder will:

- Have shared responsibility for strategic planning and policy formation, and for promoting and achieving the Faculty’s goals.
- Provide vision and leadership for the Faculty’s operational services and processes.
- Equip and enable the delivery of effective and efficient high quality services in support of the Faculty’s strategic aims.
- Provide advice to the Executive Dean using internal and external networks.

The Faculty Manager leads the administrative functions of the Faculty, and is responsible for the professional services staff across its constituent departments.

The Faculty Manager, delegated by the Executive Dean, shares supervisory responsibility for Departmental Officers, in partnership with Heads of Departments, and particularly focused on professional development and performance and cross-departmental service liaison and development.

**Key Responsibilities**

**Strategic Leadership:**

- Support the development of Faculty strategic plans as a member of the Faculty senior management team responsible for strategic planning and policy formulation.
- In support of the Executive Dean, ensure good communication of the Faculty’s strategy, aims and objectives; and monitor performance and implementation.
- Ensure effective and efficient delivery of administrative processes and services in the Faculty, including development of service improvement and monitoring approaches.
- Ensure professional services are aligned with, and make a strong contribution to, the strategic aims and objectives of the Faculty and the University, and engage with University-wide issues.
- Together with the Executive Dean and members of the Faculty Senior management team, lead on aspects of resource planning, including space, resources for delivery of professional services and development of the Faculty’s planning process submission.
- Act as a source of information and advice to all Faculty staff on policies and processes.
- Initiate and lead reviews and change management projects to deliver significant strategic improvements.
• Promote and deliver organisational excellence across the range of Faculty support services through the leadership, management, motivation and development of the professional services staff teams; set objectives for administration services and evaluating performance.
• Support the Deputy Dean and Faculty Technical Director to promote and deliver organisational excellence across the teams of technical staff working in departments.
• Embed and promote the professional services mission and values, and promote and develop a collaborative and aspirational professional services culture.
• Ensure good understanding of key national league table, NSS and other rankings and their reputational effects; develop and support strategies for strong ranking performance.
• Act as an advocate and ambassador for the Faculty internally and externally.
• Produce Faculty documentation (e.g., strategic plans, risk register, reports).
• Conduct benchmarking exercises and competitor reviews.

Planning and Resources:
• Support the Executive Dean in leadership of the planning process for the Faculty and manage the Faculty’s contribution to the University Planning and Budgeting Process, ensuring strong support for Heads of Department and the senior management team.
• Provide useful management information and develop and monitor key performance indicators.
• Provide oversight of the Faculty’s risk management process and maintain the Faculty risk register.
• Monitor, develop and manage the Faculty’s workload allocation model process.
• Review and monitor space requirements and allocations, and ensure pro-active planning for future needs.
• Ensure Faculty services provide value for money and add value to those provided by the central professional services divisions and are aligned to University objectives.

Organisational Excellence:
• Promote and develop best practice in Faculty and departmental administration.
• Provide vision and leadership for administrative staff and develop and maintain the relationship between those support services provided centrally by the University and those provided within the Faculty and departments.
• Ensure the Faculty complies with all University policies including for health and safety, and EDI.
• Supervise the Faculty’s accommodation requirements, space planning and reporting of such information both to the Executive Dean and Heads of Department.
• Develop communication strategies within the Faculty, with the University and with external agencies.
• Represent the Faculty as necessary on other University committees.

Staff Management:
• Lead, motivate, manage and develop a substantial team across a range of Faculty-based professional services.
• Lead, motivate, develop and support departmental administrative staff.
• Ensure administrative procedures comply with University policies and procedures, and implement the strategic intent of the Faculty.
• Lead the strategic development of support resources and monitor and develop the Faculty’s HR strategy.
• Create and promote staff development, a healthy work environment, staff wellbeing and career opportunities for administrative and technical staff.