

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Faculty Business Manager</b>
<b>Job Ref:</b>	<b>MPA128</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Faculty:</b>	<b>Faculty of Arts and Creative Industries</b>
<b>Grade:</b>	<b>Grade 8</b>
<b>Salary:</b>	<b>£43,486 per annum (incl. Outer London Weighting) rising to £49,996 incrementally each year</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Executive Dean</b>
<b>Reporting to Job Holder:</b>	<b>Senior Faculty Administrator/PA</b>

### **Overall Purpose:**

The post holder will be responsible for providing strategic and operational management support to the Executive Dean and the Faculty Leadership Team, with a focus on ensuring operational effectiveness and sustainability through planning, innovation and business development and oversee management of office functions.

The post holder will take overall strategic responsibility for administrative support in the Faculty whilst providing sound business advice to the Executive Dean and senior managers on strategic decisions and specific projects and initiatives.

The post holder will manage the Faculty Office and ensure high quality and seamless administrative support for the Faculty, liaising with Registry, Finance, HR and other professional services as appropriate.

The post holder will liaise with representatives from business and industry, government departments, research councils, private, public and voluntary sector bodies, university services and other Faculties, on a wide range of issues. The role will involve dealing professionally with confidential and sensitive issues.

The post holder will also assist the Dean with aspects of Faculty planning including finance, contract management, events, partnership working, with particular emphasis on income-generating projects and initiatives to promote sustainability in line with the University's and Faculty's strategic goals.

The post holder will ensure appropriate policies are in place in the faculty and will lead on development of contract negotiation and management in the faculty and policies on e.g. events and sponsorship.

A flexible and adaptable approach is required in order to meet the requirements of the Faculty.

## **Principal Duties:**

### ***Faculty Office***

- Manage, motivate, appraise and develop the administrative staff team aligned to the Faculty Office, and establish comprehensive systems to maintain and access accurate records and manage workflow.
- Responsibility for sustainability and income generation/business development and will have budget if required.
- Support the Executive Dean and Faculty Leadership team in implementing effective resource management strategies and initiatives and manage delegated budgets on a project basis.
- Ensure the provision of high quality, seamless and effective administration for the Faculty, in particular to the Dean and senior managers
- Ensure legal compliance across the Faculty in matters of administration and reporting eg UKVI, contracts and purchasing
- Undertake project development work for the Faculty including researching, consulting and making recommendations on a wide variety of topics in line with the University's strategic objectives and the Faculty's priorities
- Support the Dean by co-ordinating the inputs and contribution of the Faculty Leadership Team into planning and policy documents and forward looking activities
- Draft correspondence, literature and reports on behalf of the Dean and investigate, gather and review information to prepare reports for internal and external bodies
- Act as the first point of contact on behalf of the Faculty Leadership Team, working in a highly professional way and projecting a positive image of the Faculty to visitors, partners and collaborators.

### ***Staff***

- Liaise with Professional Services to ensure effective working with academic and technical staff to enable the Faculty to meet its academic and business objectives
- Monitor and coordinate the broad range of HR-related faculty administration processes including the recruitment of senior staff within the Faculty, in conjunction with HR.
- Manage the Faculty Office and the day-to-day supervision of staff including dealing with staff absences, leading on appraisals, resolving grievance, discipline and under performance matters at informal level.
- Foster a culture of continuous improvement, innovation and success in the Faculty
- Ensure effective and regular communications across the Faculty on important changes, achievements and opportunities.

### ***Planning***

- Provide strategic advice to the Dean on the development and implementation of the Faculty academic and financial plans in pursuit of the Faculty and University goals. Support the Dean and Leadership Team in designing, resourcing and realising business development plans, including capital and revenue projects.
- The post holder will play a role in several aspects of capital development, namely working with the dean, technical manager and FMG to prepare and present capital investment bids to the University in line with university strategy and faculty plans. Also working closely with the dean to identify, plan and realise any major capital projects from initial idea to operation. They will play a key role in raising capital and developing sustainable revenue plans.

- As a strategic and operational leader in the faculty's development, ensuring sustainability of business planning and management, working closely with the Dean and SMG and leading on specific significant faculty wide projects in this vein.
- Work in collaboration with Heads of Department to produce consistent, fair, transparent and equitable working practices
- Working closely with the Faculty Technical Manager, optimise usage of Faculty resources, including facilities, equipment and space
- Liaise with the Planning Office and Faculty Leadership Team over student number reporting, planning and target setting.
- Provide strategic advice and operational support to the Dean on general Faculty management, including management of change, process issues, staffing, project management and problem solving within a complex, changing environment.

### ***Finance***

- Work with the Faculty Leadership team and other colleagues to identify and harness opportunities to maximise external income to the Faculty, in line with the University's strategy and Faculty plans, in connection with grant capture, tenders, collaborative provision, philanthropic giving, sponsorship and other activities.
- Ensure effective support for management of funding contracts in the Faculty
- Liaise with Financial Services in order to monitor budgets, process expense claims, grants and recharges as required.

### **Other Duties:**

- Maintain a Faculty risk register in liaison with the Dean, Technical Manager and Faculty Leadership team
- Any other duties that may be required by the Dean or the Faculty Leadership Team this may include developing and maintaining websites, including updating and developing new user interfaces for use across the Faculty

## PERSON SPECIFICATION

**Job Title:** Faculty Business Manager  
**Job Ref:** MPA128  
**Faculty:** Faculty of Arts and Creative Industries  
**Grade:** Grade 8

Your application will be assessed to see how you meet each of the following criteria.

### Essential Requirements

- A degree or equivalent experience
- Previous line management responsibility and evidence of working at a senior level in HE.
- Demonstrable experience of supporting senior managers in a complex organisation including experience of liaising with external stakeholders
- Proven high level administrative skills and ability to use initiative, and work unsupervised
- Excellent time management skills and the ability to organise and prioritise work demands to meet deadlines.
- Experience in managing budgets
- Proven skills in Project Management including identifying contingencies, managing risks, problem solving, time and resource management, communication and project evaluation.
- Excellent interpersonal skills, including tact, discretion, influencing strategies, negotiating skills and experience of liaising with representatives of external organisations
- Excellent written, numerical and verbal communication and presentation skills, including the ability to advise on procedures and to produce reports
- Proven IT skills, including a high level of competence in MS Office software suite with the ability to create and use databases and spreadsheets for analytical purposes and the ability to use and understand the suite of University databases or have relevant experience of similar databases.
- The ability to interpret and distil essential information in order to give a high level of specialist advice through demonstrations and written documents and to gather, analyse, interpret, and summarise data and draw effective conclusions.

### Desirable Requirements

- Knowledge of the University's Resource Models/Income Models
- Knowledge of the Faculty's academic portfolio
- Demonstrable experience of influencing, networking and collaborative working.
- Ability to organise and prioritise personal and team work demands within deadlines maintaining a focus on key issues
- Ability to deliver complex and sometimes difficult messages to colleagues
- Awareness of the Creative Industries ecology

**Hours:** 35.5 hours per week, actual daily hours by arrangement.

**Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The post holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact the Pro Vice-Chancellor and Executive Dean for the Faculty of Arts and Creative Industries, Professor Carole-Anne Upton via email: [C.Upton@mdx.ac.uk](mailto:C.Upton@mdx.ac.uk).

If selected for interview, you will hear directly from someone in the Faculty, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.