DRAFT JOB DESCRIPTION: **Department Manager**

Version: v.2

Date:

Main purpose of job	The Department Manager provides embedded operational and strategic support direct to the Academic Department in support of the Departmental and Faculty strategic aims. Jointly reporting to the Director (or Deputy) of Faculty Operations and to the Head of Department (HoD) the Department Manager will be the PS lead for the Department, responsible for facilitating the delivery of the Department's strategic plan and leading on operational delivery. They will lead the department's administrative support team and coordinate Faculty and University Professional Services efforts in support of the Department's priorities in research, education and external engagement. They will also have delegated responsibility for managing the Department's non-staff budget.
Reporting to	Director of Faculty Operations or the Deputy Director of Faculty Operations and the Head of Department
Responsible for (people)	Departmental administrative support staff
Main duties and accountabilities	
1.	Share collective responsibility with the department management team to provide effective leadership that promotes a sense of inclusion and ambition, as well as ensures the delivery of agreed business plans, in line with targets.
2.	Provide guidance to the Head of Department on all PS matters referring to senior leaders as appropriate. Support the HoD with development of departmental plans, including providing management information and papers to enable effective planning and decision-making.
3.	Engage the Faculty's Partner team to ensure that the department receives relevant specialist advice and support from the PS Divisions in delivering against core strategic and operational priorities
4.	Responsible for the management of the Departmental administrator and joint management for other PS staff working in direct support. Ensure the effective coordination and collaboration with a variety of PS staff within the department to enable the successful delivery of activity.
5.	Develop excellent relationships with Faculty Partners colleagues to ensure that Departmental aims align successfully with Faculty policies and strategies.
6.	Act as a key point of contact within the department and a source of expertise for departmental PS operations and activities.

7.	Be responsible for department communications and contribute to internal Faculty communications planning and delivery to support the establishment of a strong research and learning community and to support the wellbeing of staff and students.
8.	Working collaboratively with the Faculty Partners to support the Head of Department with the development, establishment and maintenance of: a) A vibrant research and innovation culture b) An inclusive learning community and a strong student experience c) Entrepreneurial initiatives and sustainable income generation within the Department d) Budget management (working with the named Management Accountant) e) Supporting the processes associated with workload planning Contribute to the initiation, business cases and support delivery of capital and infrastructure projects in Department buildings and areas.
9.	Ensure that effective University standard governance arrangements, reporting and monitoring processes are embedded and delivered, minimising the risk to the University and maximising the potential of the Department.
10.	Support the capture of research data to inform REF, Knowledge Exchange Framework (KEF), and other external and internal submissions and support associated performance monitoring and reporting.
11.	Support the departmental research and KE culture by i. ensuring the delivery of a programme of departmental seminars, events and workshops are organised within the Department including the activities of our PGR and ECR communities; and ii. supporting the development of related Departmental action plans and annual monitoring (eg. PRES, PGR Quality Review).
12.	Support the HoD/DoR in the annual research/KE planning process and development of associated Departmental business plans, working with the Faculty Partner, and RS Cluster and IIB Sector leads.
13.	Support the Head of Department with the management of regulations in areas of complex or specific activity, such as export controls or the storage and use of restricted goods, taking the lead on H&S matters within the Department and support Tech Services where appropriate.
14.	Support the Head of Department and Director of Faculty Operations to create an environment for staff where they feel empowered and able to thrive, where inclusion and diversity underpin all activity and where there are effective systems, processes and procedures in place to support including Athena Swan activities.
15.	Support the Department to uphold the University's expectations for the sustainability agenda and work with the

	Infrastructure Lead to support the University's Climate Emergency work developing a local action plan if required.
16.	Champion the University's values of discovery, respect, excellence, inclusion and community, ensuring they are visibly progressed and embedded in the Department.
17.	Support the DFO to establish excellent relationships with Student Leaders including Sabbatical Officers, Faculty and SSLC's in order to understand the student perspective and to inform operational and strategic objectives
18.	Work with the Faculty Partners to embrace opportunities to effect positive change and new ways of working.
19.	Support or manage Departmental or Faculty projects as required by the DFO or Faculty Executive Board. Produce or contribute to PS cases for departmental investment where appropriate.
20.	Support the Department with their website through the drafting of content, the collating of updates and through connection with the Faculty Executive officer and web team colleagues.
Key liaisons	Departmental academic leaders (HoD, DoE, DoR etc) Faculty Partners Faculty Management Accountant Departmental administrators Other Departmental Managers especially within the Faculty Relevant student Hub/s Department aligned PS Staff
Learning and development requirements and opportunities	To keep abreast with changes within the University and the Faculty and externally specifically with respect to Departmental academic subject (research and education).
Ways of Working	The Departmental Manager will promote ways of working within the faculty's Professional Services that embody these characteristics: • Agility and flexibility: to respond effectively to rapidly changing demands and to be innovative and maximise opportunities • Fluidity: in terms of reporting relationships and sense of "belonging", so that colleagues feel empowered to work collaboratively and inclusively towards agreed objectives and without silos. • Connectedness: promote connections between the component parts of PS at every level to inhibit development of silos, and with the academic and student community to enable greater alignment with the University's core objectives • Efficiency: to eliminate unnecessary duplication of effort, streamline decision-making, release more time for activity that adds value and which considers our commitment to sustainability • Inclusivity: To value the contribution that all bring and to promote an approach that allows our staff and students to contribute fully and effectively
Person specification (essential and desirable)	**Essential**

	• Education to a degree level or equivalent experience.
	• Management experience within a large, complex organisation.
	• Effective decision maker with operational delivery experience
	• Able to prioritise and communicate key objectives to achieve organisational goals and objectives with a wide range of contacts, face to face, in writing and on the telephone
	• Good project management experience and ability to deliver efficiently and in a timely manner across a diverse team.
	• Experience of planning, managing and working with budgets
	• Effective influencing skills at a range of levels both within the University and externally
	• Ability to form positive working relationships with a wide range of contacts both within the University and externally such as academic leadership teams, PS teams and student leaders
	• Ability to work on own initiative with the minimum of supervision
	• Strong attention to detail and a commitment to getting things right the first time
	• Ability to manage own workload effectively, prioritising and delegating effectively to meet a range of deadlines and peaks in workload
	• Ability to manage staff appropriately and effectively, including motivating teams to meet individual and team targets
	Desirable
	• Some experience of working in a similar role within a HE environment