
THE POST

Colleges: University of Exeter Business School
<http://business-school.exeter.ac.uk/>
College of Social Sciences & International Studies
<http://socialsciences.exeter.ac.uk/>

Post: College Manager

Reference No: P00135

Reporting To: The Dean of the College

The above full time permanent posts are available in the University of Exeter Business School and College of Social Sciences and International Studies.

Job Description

The academic operation at the University of Exeter is delivered through six colleges. Two of these, the Exeter University Business School (EUBS) and the College of Social Sciences and International Studies (SSIS), seek to appoint College Managers. EUBS comprises Accounting, Finance, Economics, Management Studies and Organisation studies; it has an annual turnover of c £41million and employs some 250 staff. SSIS comprises Law, Education, Politics, Sociology, Philosophy and Anthropology, the Arab and Islamic Institute, and the Strategy and Security Institute; it has an annual turnover of c. £35 million and employs some 350 staff.

The College Manager is the most senior member of the college-based professional services staff and, as a member of the College Executive Group, has shared responsibility for developing and delivering the strategic objectives of the College.

The College Manager holds overall leadership responsibility for operational support in the College. S/he manages the interface of the professional staff in the College with colleagues elsewhere in the University, and seeks innovative solutions that optimize the value of the professional support available. S/he is responsible for managing the development, co-ordination, integration and allocation of professional support services to support the delivery of the college objectives.

Using a pro-active approach, the College Manager develops entrepreneurial initiatives to maximise opportunities for generating revenue and raising the profile of the College.

The College Manager is line managed by the Dean of the College, with a functional reporting line to the Chief Operating Officer.

Main responsibilities:

- Provides professional managerial guidance to the senior management team.
- Develops and utilises systems, structures, working practices and process improvement to gain maximum efficiency of delivery of services to the College.
- Provides imaginative solutions to delivering services to diverse stakeholder, including alumni and corporate partners.
- Develops and enhances the internal organization processes and infrastructure to enable the College to fulfil strategies and plans.
- Establishes and monitors performance reporting systems to ensure that progress is being made in achieving performance goals.

- Oversees ways in which College budgets are set, managed and controlled.
- Ensures that the College is managed in compliance with relevant legislation.
- Ensures that College infrastructure is effectively maintained and that space and accommodation are used effectively.
- Actively contributes to the work of the Professional Services Management group
- Project manages College activities to facilitate major service/operational changes e.g. restructures.
- In collaboration with the Chief Operating Officer, leads on professional services and business development projects.
- Is involved in building and maintaining relationships with external bodies relevant to the College.
(e.g. professional bodies, partners, funding bodies, statutory organisations, other institutions, commercial partners, etc.)

Person Specification:

| Competency | Essential | Desirable |
|--------------------------------|--|---|
| Attainments and qualifications | Educated to Masters level or equivalent professional qualification | |
| Prior experience | <p>Significant experience of managing, motivating and developing groups of staff.</p> <p>Experience of providing reports and management information. Able to undertake data analysis</p> <p>Significant experience of development of business plans and managing budgets.</p> <p>Experience of achieving a continuous improvement culture.</p> <p>Experience of designing processes, systems and services to meet a diverse range of needs</p> <p>Experience of delivering services in a commercial or business environment.</p> <p>Change Management experience</p> | Relevant experience in an HE environment. |
| Skills and understanding | <p>Able to take both a broad overview of strategic issues and also to focus on operational solutions</p> <p>Outstanding people and resource management skills. Able to develop an effective team working culture</p> <p>Able to be innovative and to challenge constructively the status quo in order to achieve improvement</p> <p>Understanding and experience of developing and delivering an exceptional level of focus on customers and stakeholders.</p> <p>Well- developed communication and negotiating skills. Able to engage effectively both internal and external stakeholders.</p> <p>Able to take a creative approach to problem</p> | <p>Knowledge and understanding of the key issues that promote success in an internationally competitive HE environment.</p> <p>Understanding of budgetary management within an HE context</p> |

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| | <p>solving and responding flexibly to change.</p> <p>Outstanding organisational skills.</p> <p>Able to deliver to deadlines and to take responsibility and ownership of projects.</p> <p>Able to work independently, using own initiative and discretion.</p> <p>Excellent IT skills- expert in using Microsoft Office suite of software</p> <p>Understanding of the UK framework for Higher Education</p> <p>Commitment to personal development and learning.</p> | |
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Additional Information Relating to the Post

Salary

Salary will be 65K plus benefits subject to knowledge, skills and experience.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **4th July 2013**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.