

<b>Title:</b>	Departmental Manager
<b>Reference:</b>	1711417
<b>Grade:</b>	8
<b>Salary:</b>	£43,023-£50,753 per annum including London Allowance
<b>Terms and Conditions:</b>	In accordance with the conditions of employment as laid down in the relevant UCL Staff policies
<b>Accountable to:</b>	Director of LCN for operations Faculty Manager for professional services support
<b>Responsible for:</b>	Departmental professional support services staff
<b>Key Working Relationships:</b>	Staff and students within the LCN; Faculty Manager; Faculty Dean; Deans of other stakeholder Faculties; Heads of UCL partner departments (especially those sharing staff with the LCN); School Finance Director; School-facing Business Partners within Professional Services (Finance, Human Resources, Research, Enterprise, Registry); peers across the Departments of UCL; Director and senior staff of LCN at Imperial College.

### **Job Summary:**

#### **Summary of the Post:**

The main purposes of the role of Departmental Manager are:

1. To lead the professional service operations of the Centre, delivering operational excellence across all administrative activities.
2. To determine and implement the Centre's support strategy for research and enterprise, developing and evolving administrative policies and procedures and implementing those already established.
3. To manage and co-ordinate with the stakeholder Faculties, Schools and UCL to ensure effective administrative support for the Centre.

### **Key responsibilities**

#### **Strategic Development and Planning**

- To advise and assist the Director in identifying short, medium and long term strategic objectives and priorities, providing relevant background data as appropriate to support the decision-making processes.
- To work with senior colleagues to determine and implement strategy and policy to meet the aims and objectives of the LCN, stakeholder Faculties and UCL.

- To co-ordinate the annual budgeting cycle and prepare budgetary submissions in consultation with the Director, senior colleagues and key Faculty and School personnel.
- To collect, maintain and analyse relevant data and management information to inform the Director of the impact of internal and external issues on the financial and operational strategy of the department.
- To work closely with the Director and Faculty Manager to ensure the smooth running of the Centre.
- To work with LCN partners at Imperial College and elsewhere to maintain and develop the Centre as a leader in cross-institutional interdisciplinary research

### **Operational Management and Services**

- To ensure the provision of a professional operational service across the Centre in the support of research and to apply appropriate expertise and judgement in that delivery, both through managing others and by personally carrying out key operational functions.
- To review regularly the operational structure of the Centre with a view to ensuring an efficient and effective service, and to manage changes to that structure.
- To identify additional service requirements or service shortfalls and design and manage the delivery of innovative solutions to maximise service quality, efficiency and continuity.
- To plan, manage, deploy and monitor systems to implement best practices and compliance with relevant policies and guidelines.
- To review regularly Centre policies and procedures, in line with UCL guidelines and legislative requirements, with a view to improving the operational service provided.
- Working closely with the Faculty Manager, School Estates Strategy Manager and LCN Safety and Facilities Manager, to oversee the development and management of the Centre's space, optimising and maximising utilisation of the space and making best use of facilities and equipment in line with the strategic research objectives of the Centre.
- To provide management information to the Director, relevant LCN committees and the stakeholder Faculties, using UCL/Faculty databases where possible and, where these do not exist, to ensure that the Centre has systems in place to manage relevant data and information.
- To ensure the Centre, as a customer, obtains an efficient and effective service from the Professional Services Divisions through close liaison with the Faculty Manager and School-facing Professional Services Business Partners.
- To ensure the LCN's processes at UCL facilitate interactions with partners at Imperial College and elsewhere.
- To manage any ad hoc or planned projects, as directed by the Director or Faculty Manager, which may arise with respect to the strategic and/or operational needs of the LCN, Faculty or UCL.

### **Human Resources / Staff Management:**

- To develop and maintain an appropriate professional staffing structure for the LCN.
- To manage the operational support team for the LCN and to ensure the successful delivery of all support services.

- To manage and develop those staff directly responsible to the Departmental Manager.
- To work with academic and non-academic managers to ensure that all staff within the LCN are well managed and motivated and have opportunities for development.
- To ensure that processes are in place to support the welfare of students working within the LCN.
- To identify, in conjunction with other managers, training and development requirements across the LCN's operational structure, including identifying opportunities for cross-working and secondment within the Faculty/School and across UCL to encourage and enhance personal development of staff.
- To ensure proper procedures are in place to manage the LCN's input to HR processes.
- To ensure staff compliance with those UCL policies and procedures affecting them.
- To promote a customer service culture across the LCN's operational structure.

### **Finance / Resource Management**

- To set budgets, monitor in-year expenditure and communicate positions within the LCN to ensure that annual financial performance targets are met.
- To liaise with funding bodies, sponsors, partners, suppliers and UCL service providers to ensure maximisation of the LCN's funds.
- To advise staff and students in order to ensure compliance with UCL policies and procedures affecting them.
- To manage LCN resources, including finance, staffing, space and facilities to ensure effective stewardship and continued quality of service.
- To support the development of business cases for new activities (e.g. new appointments or the acquisition of new space) working in conjunction with the Faculty Manager and UCL Business Partners.
- To manage the LCN's estate footprint with the LCN Safety and Facilities Manager.

### **Research Services**

- To ensure maximisation of the LCN's research funds.
- To ensure the provision of effective support for external funding applications and administration of research awards, coordinating with Research Services on contract administration, including pricing and other complex contract issues.
- To work in collaboration with Principal Investigators and the managers of LCN facilities to ensure that the support services that they use operate effectively and within Faculty and UCL guidelines and procedures.
- To coordinate with partner departments the input of data and operational information to the LCN's submissions in the Research Excellence Framework exercise.
- To ensure provision of and support for continued professional development (CPD) and Enterprise activities.

### **Other Duties**

- Promote good working practice throughout the LCN and champion UCL management competences.

- Committee serving as required. Contribute to Faculty meetings, committees and working parties.
- Any other duties appropriate to the grade of the role as required by the Director and Faculty Manager.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

## Person Specification

### Departmental Manager Grade 8

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b> <ul style="list-style-type: none"> <li>• <i>Educated to degree level, or have equivalent qualifications or substantial relevant experience</i></li> <li>• <i>Postgraduate management degree or professional training or equivalent knowledge through experience</i></li> <li>• <i>Knowledge of the current national and international Research Funding landscape including developments in quality assurance</i></li> </ul>	 E   E	   D
<b>Skills and/or Abilities</b> <ul style="list-style-type: none"> <li>• <i>Financial skills (financial management, budgeting, financial reporting and analysis)</i></li> <li>• <i>Excellent IT skills (Microsoft off, spreadsheets, databases, email, etc.</i></li> <li>• <i>High level of literacy and numeracy</i></li> <li>• <i>Ability to organise and prioritise a varied and demanding workload</i></li> <li>• <i>Ability to demonstrate effective negotiation skills to work with and through others</i></li> <li>• <i>Record of successful line management and development of staff with proven team leadership and motivational skills</i></li> </ul>	 E E E E E E	
<b>Experience</b> <ul style="list-style-type: none"> <li>• <i>Proven track record in administration and management within a HE or similar environment</i></li> <li>• <i>Experience of promoting and providing excellence in areas of administration and the provision of support services, including the setting of service standards and monitoring of performance</i></li> <li>• <i>Experience of managing and developing a team of support staff; experience of change management</i></li> <li>• <i>Demonstrable experience of effective budgetary management and control, including financial reporting and analysis.</i></li> <li>• <i>Proven success in business planning and in the development and effective implementation of corporate aims and objectives.</i></li> <li>• <i>Advising on employment issues at a senior level</i></li> <li>• <i>Recruiting, managing and developing individuals effectively</i></li> <li>• <i>Experience of UCL (or analogous) institutional systems for HR, student administration, Finance etc</i></li> <li>• <i>Experience of leading on strategic activities for an area of an organisation (eg department / division)</i></li> </ul>	 E  E E E E E E E E	

<ul style="list-style-type: none"> <li>• <i>Experience of leading on strategic activities beyond the level of an academic department (or equivalent), i.e. institutional, faculty, intra-department, cross-institution or at national level</i></li> </ul>	E	
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• <i>Commitment to UCL's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and backgrounds</i></li> <li>• <i>Ability to exercise tact and discretion and display a professional attitude towards colleagues, students and others</i></li> <li>• <i>Promote UCL's values and corporate objectives to colleagues and externally to UCL</i></li> </ul>	E  E  E	

## **London Centre for Nanotechnology**

The London Centre for Nanotechnology is an interdisciplinary joint enterprise between University College London and Imperial College London. In bringing together world-class infrastructure and leading nanotechnology research activities, the Centre aims to attain the critical mass to compete with the best facilities abroad. Research programmes are aligned to three key areas, namely Planet Care, Healthcare and Information Technology and exploit core competencies in biomedical, physical and engineering sciences.

The Centre occupies a purpose-built eight storey facility in Gordon Street, Bloomsbury, as well as extensive facilities within different departments at South Kensington. LCN researchers have access to state-of-the-art clean-room, characterisation, fabrication, manipulation and design laboratories. This experimental research is complemented by leading edge modelling, visualisation and theory.

LCN has strong relationships with the broader nanotechnology and commercial communities, and is involved in much major collaboration. As the world's only such facility to be located in the heart of a metropolis, LCN has superb access to corporate, investment and industrial partners. LCN is at the forefront of training in nanotechnology, and has a strong media presence aimed at educating the public and bringing transparency to this emerging science.

### **About UCL**

UCL is one of the world's top universities. Based in the heart of London, it is a modern, outward-looking institution. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today.

UCL's excellence extends across all academic disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School).

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £1 billion, it is financially and managerially independent of the University of London.

### The UCL community

UCL's staff and former students have included 29 Nobel prizewinners. It is a truly international community: more than one-third of our student body – more than 35,000 strong – come from 150 countries and nearly one-third of staff are from outside the UK.

UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 54% of the student community is engaged in graduate studies, with about 29% of these graduate students pursuing research degrees.

### Quality of UCL's teaching and research

UCL is independently ranked as the most productive research university in Europe (SIR).

It has 983 professors – the highest number of any university in the UK – and the best academic to student ratio of any UK university (*The Times*, 2014), enabling small class sizes and outstanding individual support.

In Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for 'research power' (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL's multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment to laws, social sciences and arts and humanities.

## Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected.

Some highlights below:

- **Race Charter Mark** - UCL holds a Bronze Race Equality Charter Mark award, recognising UCL's commitment to improving the representation, progression and success of minority ethnic staff and students.
- **Athena SWAN** - UCL holds an institutional Silver **Athena SWAN** award – this recognises our commitment to and impact in addressing gender equality. Departments at UCL are also engaged in the Athena SWAN charter, with 29 departments holding an award; 16 Silver and 13 Bronze.
- **Staff networks** - We have a number of staff networks that run a range of social and development activities, for example **Out@UCL**, **PACT**, **Enable@UCL**, **the race equality staff network**, **Astrea** and **UCL Women**.
- **B-MEntor** – **B-MEntor** is a mentoring scheme for black and minority ethnic staff. The mentoring scheme is a collaborative initiative with a number of London-based universities.
- **Sabbatical Leave following maternity** – UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, additional paternity, adoption or long-term carer's leave. This support for returners enables staff to more quickly re-establish their research activity.

Please see our **Equalities and Diversity Strategy 2015-2020** for information on our current priorities.

## Location and working environment

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities.

UCL's central campus is within easy reach of Euston, Kings Cross and Marylebone mainline stations, the new Eurostar terminal at St. Pancras and the following Underground stations - Euston Square, Warren Street, Goadge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access to the north and west road networks. There are also good public transport links to Heathrow airport.

## **Application procedure**

Further details about the post and the application procedure are available at [www.london-nano.com](http://www.london-nano.com). If you are unable to apply online please contact Denise Ottley at the London Centre for Nanotechnology, [d.ottley@ucl.ac.uk](mailto:d.ottley@ucl.ac.uk) or 17-19 Gordon Street, London WC1H 0AH, for advice.