

Job Description

Job title:	Institute Manager (Institute of Coding)
Department/School:	Computer Science/Faculty of Science
Grade:	8
Location:	Department/Faculty

Job purpose

To lead on the establishment and development of the prestigious Institute of Coding, taking responsibility for all aspects of project management. The postholder will build and strengthen relationships with all partners and other stakeholders and identify opportunities for developing additional long-term strategic partnerships. (S)he will work collaboratively to establish, implement and evaluate key objectives which align to the Institute's overall vision. (S)he will work in conjunction with the Director and other colleagues to effectively develop and manage the Institute's portfolio of relationships, ensuring that all activities associated with the Institute are supported to an exemplary standard and that further developments are progressed. It follows that (s)he will simultaneously enhance and promote the Institute's profile, publicising its work, its strengths and its successes to both internal and external stakeholders.

Source and nature of management provided

The Institute Director will provide overall direction and line management and the Faculty of Science's Director of Administration will provide support in terms of staff development and mentoring.

Staff management responsibility

The job holder will typically manage a number of staff including, the Institute Coordinator, Marketing Officer and Administrator.

Special conditions

Main duties and responsibilities

1	Project Management
i	To provide expert advice and guidance to the Director and other associated staff and partners to ensure successful project delivery. The appointee is expected to be proactive in solving problems, and use judgement and initiative to investigate and resolve any non-standard problems
ii	To take responsibility for developing and using project management tools, processes, and procedures, ensuring that all project decisions made are well informed, justified and communicated. To deal with any conflicts or issues arising with a high level of tact, diplomacy, and sensitivity.
iii	To lead the financial management, monitoring, and reporting of project budgets to maximise efficiency, mitigate risks, and ensure complete

	<p>compliance with funder regulations. Liaising with finance specialists to establish robust record keeping systems to satisfy internal and external audit requirements.</p> <ul style="list-style-type: none"> iv To oversee the development and maintenance of appropriate communication tools e.g., publicity materials, presentations, and project websites, liaising with marketing and communications specialists and website developers and providers, to ensure effective dissemination of information and to showcase and promote project activities and achievements. To monitor and evaluate the success of initiatives. v To oversee the contract negotiations with the partners, in conjunction with legal and finance specialists. vi Generate, manipulate and analyse information to support strategic planning and management, including periodic review by HEFCE.
2	<p>Communications and Events</p> <ul style="list-style-type: none"> i Work with the Director and Marketing & Communications Manager to develop a communications plan which includes guidance on how information will be disseminated across partners/stakeholders ii Oversee that marketing, promotional, publicity, communications and digital technology enabled activities are consistent with corporate requirements and adhere to the Faculty/University visual identity guidelines iii Oversee the development of the Institute website and delivery of content by the Marketing & Communications Manager, ensuring that it provides accurate and clear information for all relevant audiences. Ensure information is kept up to date and conforms to accepted best practice and accessibility requirements. iv Ensure that the team is taking advantage of all PR opportunities to promoting Institute activities. v Represent the Institute at events, alongside the Marketing and Business Engagement Managers, where needed, to initiate, develop and manage strategic relationships with outside organisations as appropriate
3	<p>Finance and Resources</p> <ul style="list-style-type: none"> i. With the identified finance support manage the Institute's budget on behalf of, and in consultation with, the Director, projecting and planning expenditure across the activity of the Institute, ensuring income and expenditure is tracked against targets; manage the process of ordering and invoicing liaising with staff across the partners ii. Ensure the Director is appropriately advised on the budget implications of decisions.

4	<p>Review and Evaluation</p> <ul style="list-style-type: none"> i. Support the Director in developing measures of success and evaluation methods for the Institute generally and for its specific activities. ii. Manage the process for the appropriate collection of evidence to evaluate the performance of the Institute and its specific activities, against these agreed measures. iii. Review with the Director all policies and processes annually or as required. Share learning on these others as appropriate.
5	<p>Teamwork</p> <ul style="list-style-type: none"> i. Take responsibility for the professional leadership and operational management of the Institute's Professional Services staff, which will include direct line management, establishing a framework for continuous improvement to enable members develop their knowledge and skills in support of the business engagement strategy. Shape roles to meet current and emerging needs, ensuring that services provided are efficient and effective
<p>This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to change over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.</p>	

Person Specification

Criteria: Knowledge and Experience	Essential	Desirable
Specialist knowledge of project management, including project finance management and stakeholder management at the interface of academia and industry	✓	
Understanding of higher education and industrial training		✓
Experience of devising a strategic plan in a complex multi-stakeholder environment and leading/motivating a team to implement it across a large organisation	✓	
Proven success in negotiating, securing and cultivating relationships/partnerships with major corporations and other organisations at all levels of seniority, both nationally and internationally	✓	
Significant knowledge and experience of working with academics and funders, in particular previous experience of delivering successful projects and understanding of issues relating to academic / industry collaborations	✓	
High level of literacy and ability to draft strategic advisory reports/papers/briefing notes for a range of audiences, including senior staff	✓	
Experience in the preparation and delivery of professional presentations to a variety of audiences, including senior staff	✓	
A good understanding of the full range of relevant communications channels	✓	
Experience of organising and managing events involving stakeholders from different backgrounds	✓	
Proven ability to work on own initiative and generate new ideas	✓	

Criteria: Skills	Essential	Desirable
Proven ability to communicate confidently and effectively both orally and in writing to internal and external audiences	✓	
Proven ability to work effectively across organisational boundaries	✓	
Excellent interpersonal skills in order to communicate effectively and persuasively with a wide variety of internal and external	✓	

stakeholders. High level of tact and diplomacy		
Excellent project management skills with the ability to effectively prioritise a heavy and varied workload and keep track of a large volume of on-going projects, often to conflicting deadlines	✓	
Excellent strategic planning, budget management, resource allocation and decision-making skills	✓	
Ability to be adaptable and flexible, think creatively and learn new skills quickly	✓	
Advanced computer and software skills, including MS Office and web based suites	✓	
Contract development and management	✓	

Criteria: Academic Qualifications and Training	Essential	Desirable
Education to degree level or equivalent	✓	
A background in a STEMM (science, technology, engineering, mathematics or medicine) discipline		✓
Postgraduate level qualification in a relevant subject area OR sufficient relevant experience		✓
Project Management qualification or equivalent experience	✓	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.
Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.
Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.
Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.
Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.