

## Head of GW4

### 1 JOB DESCRIPTION

**Faculty / School or Division:** Division of Research, Enterprise and Innovation

**Faculty/School or Division Address:** Augustine's Courtyard

<b>Job Family:</b>	<b>Professional &amp; Administrative Services</b>		
<b>Grade:</b>	<b>L</b>	<b>Salary range:</b>	<b>£59,139 - £66,537 per annum pro rata</b>
<b>Hours of work:</b>	<b>0.5 FTE</b>	<b>Contract type:</b>	<b>Fixed term for 4 months</b>
<b>Work pattern:</b>	<b>Part time</b>	<b>Vacancy Reference Number: SUPP112422</b>	

#### 1.1 Main Job Purpose

The postholder is responsible for developing and delivering a high-quality strategic agenda for the GW4 team with measurable objectives aligned to the Alliance's aims and objectives. They provide thought leadership on the work of the GW4 Alliance, strategy and its synergies with other areas of research and innovation. They lead and manage the GW4 team, ensuring that GW4 is embedded in relevant University structures and processes across the Alliance, and scheduling and delegating work for the team in line with importance and urgency to ensure expectations are met.

#### 1.2 Standard Responsibilities

- Ensure that team activities are appropriately evaluated, and their outcomes and impact fully assessed, reporting on matters relating to the team using relevant management techniques to support informed decision-making within the Alliance.
- Help ensure that the GW4 Alliance responds effectively to Higher Education sector and University strategy-related activities and initiatives in capacity building and partnership working, providing high level expert advice to inform the development of relevant institutional and sector policy and practice.
- Manage the demand and expectation of customers by setting priorities and service levels, pre-empting customer needs/requests, identifying opportunities and facilitating change management for named area of responsibility.
- Evaluate existing services, staying updated on feedback, sector best practice and market trends, to propose innovative solutions that enhance service quality, efficiency, and continuity, while ensuring compliance with University policies and regulations, and national codes of practice.
- Lead on and shape the development of the team, initiating and managing change, advising and consulting with senior management, academic staff, external partners and others to deliver benefits that are widely understood and valued.

- Undertake strategic planning aligned to the Alliance's purpose and objectives, including managing team resources and budgets with discretion to make appropriate decisions or judgements.
- Work together with other Heads of Teams within the Division to lead the development of divisional activities and methodologies, overseeing operational efficiencies, priorities, costs and quality expectations of internal stakeholders.
- Represent the Alliance externally in relevant sector groups, developing relationships with external policymakers and sector colleagues, acting as institutional point of contact.
- Take a key role in devising and promoting an innovative programme of activities relevant to the remit of the team that: supports the Alliance's aims; enables the development of new methodologies, or works with different audiences or disciplines; and involves a range of relevant stakeholders.
- Resolve problems with projects, partners or processes, where there is a lack of precedent, requiring innovative and creative thought to develop appropriate options.
- Keep abreast of good practice relevant to the team's remit at other leading institutions and to assess and influence the direction of the Government's and funding bodies' policies in areas of relevance. Advise senior management and other colleagues as appropriate.
- Work in partnership with external stakeholders, other universities, local and national organisations that can help the GW4 Alliance and the sector achieve its UK goals in relation to the provision of research.

### 1.3 Relationships

**Line manager:** Executive Director, Research, Enterprise and Innovation (DREI, University of Bristol)

**Line manager to (where appropriate):** GW4 Talent and Skills Manager, GW4 Health and Wellbeing Manager, GW4 Research Development Manager (Net Zero), GW4 Public Affairs Lead, GW4 Communications Manager (x2); dotted line to GW4 Executive Assistant

### 1.4 Pre-employment Checks

n/a

## 2 PERSON SPECIFICATION

### 2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Substantial experience at a senior level in relevant areas of work, such as capacity building and partnership working, developing and managing multiple projects.	X		A

Highly developed knowledge and understanding of capacity building and partnership working and the Higher Education landscape.	X		AI
Substantial experience in a management role, including change management leadership and receiving / delegating team work to meet expectations.	X		A
Experience of managing and controlling budgets/resources/funding and an understanding of financial management procedures.	X		AI
Experience of developing innovative solutions and contributing to strategic planning.	X		AI
A good understanding of and commitment to the priorities of a leading, research-led university.	X		I
Proven advanced analytical and problem-solving capability.	X		IT
The ability to work on own initiative and take decisions but in line with institutional priorities and requirements.	X		I
Professional or degree-level qualification, or a proven track record of relevant extensive work experience, demonstrating expertise in capacity building and partnership working	X		A
Strong communication and interpersonal skills at all levels including negotiating, influencing and relationship building.	X		IT

## 2.2 Additional Skills, Knowledge & Experience (if applicable)

Criteria	Essential	Desirable	Assessed By A/I/T/O
Ability to travel between GW4 sites on a regular basis.	X		I

A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group