

Job Description & Person Specification

Last updated: 27 February 2020

JOB DESCRIPTION

Post title:	Senior Vice-President (Academic)		
School/Department:	Office of the President and Vice-Chancellor		
Faculty:	n/a		
Career pathway:	ERE	Level:	7
*ERE category:	Balanced portfolio		
Posts responsible to:	President and Vice-Chancellor		
Posts responsible for:			
Post base:	Office-based		

Job purpose
<p>The Senior Vice-President is responsible for promoting and maintaining the university's academic mission through the achievement of the strategic priorities. Under the direction of the President and Vice-Chancellor, the Senior Vice-President has executive responsibility for the performance of the faculties by having oversight of all academic planning across faculties and ensuring the alignment of resources with the University's strategic goals. This role will also provide institutional leadership of the University's portfolio of multidisciplinary and interdisciplinary activity.</p> <p>The Senior Vice-President is the primary deputy for the President and Vice-Chancellor.</p>

Key accountabilities/primary responsibilities	% Time
1. Lead in promoting, supporting and facilitating the academic mission of the university, ensuring that effective arrangements exist within each faculty for the successful prosecution of their plans, within the limits of available resource.	35%
2. To oversee, in partnership with the Deans, the development of faculty plans to maximise the efficient use of resources and ensure long term financial and environmental sustainability and efficiency, including promoting an understanding of the full economic costs of the University's academic activities.	25%
3. To enable closer engagement on major academic initiatives, providing a natural focus for better understanding the outcomes of the planning process and resulting performance of faculties and their schools.	5%
4. Provide leadership to all multidisciplinary and interdisciplinary activity and act as the champion of both, internally and externally.	5%

Key accountabilities/primary responsibilities		% Time
5.	Provide academic leadership on people-related issues such as workload planning, performance management, sabbatical leave, promotions <i>etc.</i> , chairing or attending relevant committees and panels, as appropriate, including JNCs.	10%
6.	Oversee the processes for fee-setting, student number targets, student recruitment strategies, the access and participation plan and overall responsibility for the Office for Students Access Agreement, working with the Executive Director of Student Experience and the Vice-President (Education).	10%
7.	Develop a portfolio of cross-university activity as directed by the President and Vice-Chancellor including providing academic leadership across the institution and partnering the Executive Director of iSolutions on the development of a digital strategy.	5%
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>Internal: President and Vice-Chancellor, Vice-Presidents and Deans.</p> <p>External: Develop and sustain meaningful relationships with relevant international and national stakeholders, policy-makers, funding bodies, donors, alumni and other strategic partners</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Higher degree, PhD or professional doctorate</p> <p>Successful leadership of a large-scale, internationally-recognised and knowledge-led organisation or a major component of such an organisation.</p> <p>Track record of providing strategic direction and maximising performance in a large, complex organisation</p> <p>Experience of forging and negotiating strategic partnerships, alliances and relationships.</p> <p>Sophisticated understanding of current and emerging global and national trends in higher education.</p> <p>Financial and commercial acumen.</p>	Strong academic credibility and a respected scholar in their own right.	Application/Interview
Planning and organising	<p>Translates strategic vision into reality, designing frameworks to turn plans into actions.</p> <p>Defines goals and priorities, delegating appropriately and holding people to account.</p> <p>Thinks and operates at a strategic level to maximise opportunities, articulating and pursuing a long-term vision while meeting daily demands.</p> <p>Champions organisational strategic objectives, brokering high-level negotiations involving multicultural participants and stakeholders.</p> <p>Record of achieving performance targets and leading others to meet their performance targets.</p> <p>Acts as an ambassador, promoting and positioning the organisation on a global stage.</p> <p>Proven ability to monitor and evaluate progress and return on investment.</p>		Application/Interview
Problem solving and initiative	<p>Thinks analytically and creatively to solve complex strategic and organisational problems and maximise opportunities.</p> <p>Identifies risks and options, developing strategies to manage and mitigate them.</p> <p>Analyses complex data/information easily to inform decisions and make judgements.</p> <p>Responds to change positively, demonstrating agility and flexibility particularly when problem solving.</p>		Application/Interview

	Confidence and courage to take on challenges; own and implement difficult decisions and be accountable for actions.		
Management and teamwork	<p>Inspires diverse teams, empowering and supporting people, managing through influence as well as through executive authority.</p> <p>Actively encourages multidisciplinary and cross-functional working to achieve shared objectives.</p> <p>Highly collaborative approach with commitment to delivering university goals.</p> <p>Inspires a culture that shares credit for success and failure, rewards initiative, encourages risk-taking and cultivates a climate of shared decision-making.</p> <p>Organisationally sensitive with a genuine interest in people and relationships at all levels.</p> <p>Personal commitment to excellence, widening participation, diversity and inclusion.</p>		Application/Interview
Communicating and influencing	<p>Articulates ideas and messages with clarity and consistency in a variety of ways to diverse audiences.</p> <p>Builds strong relationships and support for initiatives, working collaboratively to align activity and resources to deliver strategic objectives.</p> <p>Cultivates strong networks and builds links with the wider community, business, industry and other stakeholders and donors.</p> <p>Achieves results through persuasion and negotiation where no direct authority exists.</p>		Application/Interview
Other skills and behaviours	<p>High level of emotional intelligence with excellent judgement.</p> <p>Adaptable and clear minded, accepting of different views whilst achieving results. Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.</p>		Application/Interview
Special requirements	Ability to handle complexity, respond to uncertain circumstances and initiate and implement strategic change.		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			