UK Entrepreneurial University of the Year 2013/14
UK University of the Year 2012/13

# Department Manager

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| Department | Pure and Applied Chemistry (www.strath.ac.uk/chemistry/) | | |
| Faculty | Faculty of Science (www.strath.ac.uk/science/) | | |
| Staff Category | Administrative and Professional | Reference No | 92832 |
| Reports To | Head of Department | Grade: | 8 |
| Salary Range: | £39,992 - £49,149 | Contract Type: | Fixed Term (12 months with the possibility of further extension) |
| FTE: | 1 (35 hours/week) | Closing Date | Sunday, 29 October 2017 |

## Job Advert

The Department of Pure and Applied Chemistry at the University of Strathclyde is a vibrant and ambitious Department with a strong reputation for excellence in research and teaching and a growing knowledge exchange portfolio. We have an international research reputation spanning the breadth of chemistry. In addition, we host centres of excellence in Forensic Science, Molecular Nanometrology, and Process Analytics & Control Technology, as well as being a key contributor to the University's Centre for Continuous Manufacturing and Crystallisation.

In the recent REF 2014 exercise we were placed 4th in the UK as judged by the GPA-Power Ranking with 94% of our research rated as internationally excellent or internationally leading. Our Department's research is supported by many sources including EPSRC, BBSRC, EU, the Royal Society and the Royal Society of Edinburgh and features very strong connections with industry. The Department has excellent research facilities, including state of the art laboratories with access to additional resources through our WestCHEM partnership with the University of Glasgow.

We are looking to recruit a Department Manager, who as a member of the Departmental Executive Committee will undertake a leading role in the development and delivery of the vision and strategic plans for operational activities in alignment with Departmental/University objectives to ensure excellence in teaching and student experience; research; and knowledge exchange, administration services; information technology, information systems; and health & safety. Central for the strategic planning is the development of policy and procedures to meet short term operational and service targets and the creation of longer-term vision and strategy for delivering operational excellence and value for money.

The post holder will also be closely involved in the delivery of the Department's operations as well as participate in wider Faculty and University initiatives that are of strategic operational importance. You will also advise and support the Head of Department on annual and longer term budget planning for operational and wider Departmental strategic activities. One key duty will be to lead the industrial placements team to ensure 4$^{th}$ year undergraduate students are placed for a year within industry. The post holder will also be closely involved in the short-term and day-to-day delivery of the Department's operations as well as participate in wider Faculty and University initiatives that are of strategic operational importance.

To be considered for the role you will be educated to a minimum of Degree level in a relevant subject, or have significant equivalent experience. You will have managerial experience at a senior level and knowledge and experience of successful project management and of leading and managing a varied team. You will have a strong track record of successfully overseeing the business planning process for large and complex budgets and resources and have experience of developing short and long-term strategic plans in alignment with wider organisational targets and objectives. You will have excellent written and verbal communication skills with the ability to interact with a range of stakeholders, strong organisational skills with the ability to delegate effectively and a proven ability to lead, to manage change where required, inspire confidence, encourage a team-based approach, and build effective working relationships with academic, research, administrative and support staff.

# Job Description

**Brief Outline of Job:**

The Department Manager will develop strategic recommendations to the senior management team to improve teaching, research and knowledge exchange activities as well as administration services; information technology, information systems; and health & safety. The post holder will support effective governance and the delivery of operational excellence and continuous improvement.

An essential element of the role will be to develop oversight of the activities in the Department and their position within the Faculty, University and with external partners in order to support joined-up thinking by the Head of Department and the Departmental Executive Committee. Areas of particular importance include research, teaching and knowledge exchange and their associated implications in terms of student and staff recruitment, retention and development as well as securing and enhancing the Department's position in terms of reputation, income and outputs. Leading the student placement team is a key responsibility of this post.

**Main Activities/Responsibilities:**

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| 1. | As a member of the Departmental Executive Committee, undertake a leading role in the development and delivery of the vision and strategic plans for operational activities in alignment with Departmental/University objectives to ensure excellence in teaching and student experience; research; and knowledge exchange. To assist the HoD in the day to day running of the Department and to provide a continuous presence covering all areas of operation. |
| 2. | Advise and support the Head of Department on annual and longer term budget planning for operational and wider Departmental strategic activities. Oversee business planning activities, including the preparation, development and monitoring of associated budgets and develop business cases for strategic investments |
| 3. | Lead the industrial placements team to provide 4th year undergraduates with an industrial placement. This will involve building on our existing contacts and working with the team of academics who help in this activity. Line manage an administrator for this specific task. |
| 4. | Develop and deliver strategic recommendations in the development and implementation of the student learning experience in the Department at all levels. Coordinate on going activity in marketing and outreach ensuring an effective system to manage and optimise these activities is in place. Collection of evidence of return for efforts and evaluation of value of such activities. |
| 5. | Provide clear and timely professional advice and support to senior Departmental management to ensure effective governance, planning and strategy development within the areas of student experience, innovation and impact, research and global engagement. This includes being lead liaison for the annual planning process, analysing relevant information, modelling options and reporting on the potential financial and operational impact. |
| 6. | Enhance and maximise service provision through evaluation of present position and identification of approaches to consistently maximise and enhance service levels. Includes developing KPI's and setting performance measurement criteria to assess impact and direct evidence based approach to future priorities. Collection of evidence of performance. |
| 7. | Lead on strategic projects within the Department as required, manage appropriate resources to ensure project delivery, analyse and interpret data identifying difficulties, sourcing additional related information where appropriate, and recommending or taking appropriate remedial action within delegated responsibility, reporting to management through briefings and/or formal reports |
| 8. | In consultation with the Head of Department and other members of the Departmental Executive Committee identify opportunities for new initiatives in the Department and support or manage their implementation. Contribute to new initiatives at Faculty and University level to secure improvements to policy and practice, delivering against organisational priorities and for the long-term benefit of the Department. |
| 9. | Represent the Department at senior level including Faculty/University and external bodies in issues within remit. |
| 10. | Additional Department specific duties which may include:<br>• Providing support in the preparation for REF including preparing impact cases and collecting statistical information.<br>• Supporting our engagement with external partners including ScotCHEM<br>• Leadership on internal and external review processes such as Faculty quinquenial reviews, Athena SWAN award, RSC accreditation etc.<br>• Leading student recruitment and business development/marketing initiatives designed to hit agreed targetsProvide professional support for generation of research and knowledge exchange income |

# Person Specification

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| **Educational and/or Professional Qualifications** (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable) | |
| E1 | First degree level in relevant subject or equivalent |
| D1 | Relevant professional qualification |
| D2 | Higher/second degree level or equivalent |
| **Experience** | |
| E2 | Managerial experience at a senior level in a complex and varied working environment |
| E3 | Knowledge and experience of successful project management and project control techniques, including financial analysis, project planning and appraisal, financing and risk management |
| E4 | Experience of leading and managing a varied team with the ability to prioritise personal and team workloads to achieve deadlines, with delegated authority from the Head of Department |
| E5 | Strong track record of successfully overseeing business planning process for large and complex budgets and resources with responsibility for decision making |
| E6 | Experience of developing short and long term strategic plans in alignment with the wider organisational targets and objectives |
| D3 | Experience within the Higher/Further Education sector. |
| **Job Related Skills and Achievements** | |
| E7 | Strong organisational skills with the ability to delegate effectively |
| E8 | Strong interpersonal skills with a proven ability to lead, to manage change where required, inspire confidence, encourage a team-based approach, and build equally effective working relationships with academic, research, administrative and support staff |
| E9 | An analytical thinker with the proven ability to come up with creative solutions |
| E10 | Demonstrated ability to prepare detailed written documents relating to strategy, policy, and large-scale reporting. |
| **Personal Attributes** | |
| E11 | Excellent communication, interpersonal and change management skills |
| E12 | Self-motivated, able to work effectively under pressure and to tight timescales, whether independently, as part of a team or leading a small team, with an aptitude for prioritising and managing competing demands. |
| E13 | Able to work effectively in partnership with senior managers to deliver agreed objectives. |
| E14 | Proven analytical and problem solving skills with the ability to make well-considered decisions, resolve conflicts and demonstrate sound, professional judgement. |

# Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

# Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Professor Duncan Graham Head of Department (duncan.graham@strath.ac.uk).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

It is anticipated that formal interviews for this post will be held in mid November 2017.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

## 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

## 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

## 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

## 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

| **Period of Continuous Employment at start of absence from work** | **Full Pay** | **Half Pay** |
|---|---|---|
| Less than 1 year | 1 month | 1 month |
| 1 year but less than 2 years | 2 months | 2 months |
| 2 years but less than 3 years | 4 months | 4 months |
| 3 years but less than 5 years | 5 months | 5 months |
| 5 years or more | 6 months | 6 months |

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr .

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at .www.strath.ac.uk/hr

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2016