Senior Executive Officer (Vice-Chancellor & President)
Vice Chancellor's Department

Closing date: 12 March 2018
Interview date: 20 April 2018
Vacancy reference: 6432
The Vice-Chancellor & President (VC) is the University's chief executive. As VC, Professor Koen Lamberts is the University's most senior academic and also its most senior administrative officer.

The Senior Executive Officer plays a key role in supporting the VC. The role provides confidential, high-level, broad-ranging advice and support on key internal and external matters to the VC and other senior staff, whilst ensuring the smooth running of the VC’s Department.

Working closely with the VC you will provide support on early stage policy and strategic discussions, draft a wide range of written material, including policy summaries, briefings, reports, Board, Council and Senate papers and act as a senior point of liaison between the VC and academic and professional support departments. You will represent the VC at events and meetings and be an ambassador for the University at high profile events, VIP visits and Graduation events. You will also manage the Department and staff, holding overall responsibility for all HR, finance and budgetary matters.

This is an excellent opportunity for an experienced policy professional to play their part at the heart of this thriving University.
Main purpose of the role

To work alongside the Vice-Chancellor (VC) as their sounding board and advisor. Providing confidential, high-level advice and analysis on key internal and external issues. Using excellent writing skills to drafting a wide-range of written material for the VC, including speeches, briefings, sensitive letters and emails, reports to Council and presentations. Stepping in to remove barriers to project implementation or resolve complex issues. Working alongside a range of internal colleagues to ensure the VC is aware of key internal issues and monitoring the external policy environment to ensure the VC and the senior team are well informed of government policy and sector issues. Leading the VC’s Department and holding overall responsibility for all Departmental HR, finance and budgetary matters.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To provide confidential, high-level, broad-ranging advice and support to the VC on key internal and external matters and to provide a sounding board for complex and sometimes sensitive issues.

- To draft a wide range of material for the VC, including policy summaries, briefings, reports, Board, Council and Senate papers.

- In collaboration with relevant colleagues within the University, undertake research for and draft high-level correspondence and institutional and policy level speeches and presentations for the VC.

- To troubleshoot issues on behalf of the VC to ensure matters are resolved without the need for them to step in.

- To provide support on early stage policy/strategic discussions, horizon scanning and identifying issues which may arise, writing position papers on these issues as required which make clear recommendations.

- To anticipate internal and external issues and policy developments that the VC and senior team may need to engage with, planning how these issues could be managed and executing this plan.

- To act as the senior point of liaison between the VC, academic and professional support departments and students’ unions. Being a conduit for the flow of high level and sensitive information and point of initial negotiation and agreement.

- To represent the VC at a wide range of high-level events and meetings, for example at University events or when escorting VIPs guests to the University.

- To ensure the implementation of wide-range of complex issues and projects runs smoothly, stepping in to remove barriers and establish good processes.

- To provide advice to the VC and senior team on operational and strategic proposals being brought forward in the University.

- Support University level committees and working groups as required, including the VC’s Advisory Group.
Facilitate strong relationships between the members of University Executive Board and be in attendance in an advisory capacity at University Executive Board meetings.

To act as an ambassador for the University at high profile events, VIP visits and Graduation events.

Leads the VC’s Department, holding overall responsibility for all HR, finance and budgetary matters. Line managing the group of administrators who support the senior staff.

Leads on developing responses to Freedom of Information requests related to the VC, DVC, PVCs and the University Executive Board.

To collaborate with the Director of External relations in the development and strengthening of the University’s relationship with policy makers and opinion formers. Including supporting the VC in their interactions with senior-level individuals in Westminster and Whitehall.

To develop and implement specific University level strategic projects on behalf of the VC and University Executive Board.

To handle any urgent day-to-day problems which may arise in the absence of other senior officers.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent experience</td>
<td>Essential</td>
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## Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Strong appreciation and understanding of good governance and risk management</td>
<td>Essential</td>
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<td>Financial management and strategic planning and budgeting processes</td>
<td>Essential</td>
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<td>Knowledge of Whitehall and Westminster processes and influencing opportunities</td>
<td>Desirable</td>
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<td>Detailed knowledge of the higher education sector</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>High-level political acumen</td>
<td>Essential</td>
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<td>Sound judgement, ability to anticipate, react and ensure decision making is proportionate</td>
<td>Essential</td>
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<td>Ability to write concise, evidence based reports and briefings</td>
<td>Essential</td>
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<td>Ability to understand a wide range of potential implications and outcomes and take a nuanced approach</td>
<td>Essential</td>
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<td>Excellent verbal and written communication skills</td>
<td>Essential</td>
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<td>Able to see the overall picture and have attention to detail</td>
<td>Essential</td>
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<td>Able to distil complex messages for a wide variety of audiences</td>
<td>Essential</td>
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<td>Excellent networking and relationship management skills</td>
<td>Essential</td>
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<td>Excellent influencing skills</td>
<td>Essential</td>
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## Experience

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Providing excellent customer service to a wide range of stakeholders</td>
<td>Essential</td>
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<td>Navigating complex political organisations, with many stakeholders at a senior level</td>
<td>Essential</td>
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<td>Working as a trusted advisor for a senior person, dealing with a range of confidential matters</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience (continued)</th>
<th>Essential / Desirable</th>
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<tr>
<td>Working at the interface between an institution/organisation and central/local government</td>
<td>Essential</td>
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<td>Leading and managing a team</td>
<td>Essential</td>
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<td>Working within HE</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Able to navigate ambiguity and create certainty</td>
<td>Essential</td>
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<td>Able to achieve outcomes through influencing others</td>
<td>Essential</td>
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<td>Works on own initiative and takes a proactive approach</td>
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<td>High degree of empathy with the ethos of a University and ability to engage and collaborate with academic staff, professional support service staff at all levels</td>
<td>Essential</td>
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<td>Able to maintain confidentiality and discretion at all times</td>
<td>Essential</td>
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The Vice-Chancellor’s Department sits at the heart of the University. Its staff is made up of the most senior academics in the University and the staff who support them. This includes the Vice-Chancellor & President, The Deputy Vice-Chancellor & Provost, the three Pro-Vice-Chancellors, the Associate Pro-Vice-Chancellor for Teaching, Learning & Students and the Dean of the Graduate Research School.

The Department plays a key part in the development and implementation of University strategy and leadership of wide range of University initiatives. The team’s administrative staff also support the University Executive Board and the Vice-Chancellor’s Advisory Group (made up of the VC, DVC, PVCs, Finance Director and Registrar & Secretary).
THE VICE-CHANCELLORS DEPARTMENT

Vice-Chancellor & President

- Pro-Vice-Chancellor for Teaching, Learning & Students
  - Associate Pro-Vice-Chancellor for Teaching, Learning & Students
- Pro-Vice-Chancellor for Research
- Pro-Vice-Chancellor for Knowledge Exchange & Partnerships
- Deputy Vice-Chancellor & Provost
  - Senior Executive Officer
    - PA to Pro-Vice-Chancellor for Teaching, Learning & Students and Associate PVC
    - PA to Pro-Vice-Chancellor for Research and Dean of the Graduate Research School
    - PA to Pro-Vice-Chancellor for Knowledge Exchange & Partnerships
    - Vice-Chancellor’s Department Administrator
    - Executive Assistant to the Vice-Chancellor
      - Vice-Chancellor’s Office Administrator
      - Vice-Chancellor’s Office Administrative Assistant
      - University Driver
      - PA to Deputy Vice-Chancellor & Provost
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visittyork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 6432
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 March 2018.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of two referees.

Help and assistance

Direct any informal queries to Jo Horsburgh, Registrar & Secretary (jo.horsburgh@york.ac.uk).

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835