Department Manager

Department of Biology

Closing date: 31 December 2018
Interview date: 30 January 2019
Vacancy reference: 7195
INTRODUCTION

A vacancy for the Department Manager has arisen in the Department of Biology.

The Department Manager is a key member of the Senior Management team working closely with the Head of Department, Deputy Heads of Department and other senior colleagues. The role holder will provide professional support and advice to the Head of Department and assist in setting objectives and creating plans and strategies for the Department that align with the University Plan.

Applications are invited from outstanding managers with experience of working in the higher-education sector and with proven skills in developing and implementing strategic plans in a large organisation, team building and leadership. Applicants should be excellent communicators with strong analytical and problem solving skills, able to develop practical and strategic plans, present them persuasively to individuals at all levels of the organisation, and implement them in a timely manner. The appointee will have excellent communication and organisational skills and will provide leadership to the Department’s administrative and technical support staff.

The postholder will report to the Operations Manager for the Faculty of Science.
Main purpose of the role

The main purpose of this role is to lead the administrative and technical support teams within the Department and to be responsible for all business processes that underpin the Department’s academic activities. Working closely with the Head of Department, Deputy Heads of Department and other senior colleagues, the role holder will provide professional support and advice to the Head of Department and assist in setting objectives and creating and delivering plans and strategies for the Department that align with the University Plan.

Key responsibilities

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

Strategic and Practical Planning

- Contribute to the Department Management Team, providing informed advice and guidance on the practicality of strategic and operational initiatives, and risk management.
- As a member of the Department Management Team, led by the Head of Department, take an active role in advancing and delivering the strategy of the Department by developing and implementing effective policies and practices.
- Work closely with the Department’s Management Accountant to manage Department budgets and contribute to long-term and medium-term financial planning processes.

Delivery of Support Services

- On behalf of Department Management Team, lead on strategic planning and oversight of technical and administrative support services.
- Attending the key committees of the department e.g. the Board of Studies in order to provide advice on the implementation of strategy.

- Manage the delivery of high quality business, administrative and technical support services which underpin the Department’s academic activities across all its sites.
- To oversee the financial operation of the Department, which is directly managed by the Management Accountant, and take overall responsibility for the Department’s operational budget.
- To work closely with the Department Operations Manager to oversee the effective operation of the technical support services underpinning both teaching and research activities.
- Working with the Department Operations Manager, oversee the management of the infrastructure and facilities within the Department.
- To ensure the efficient deployment of support staff to meet operational needs.

HR Management

- Manage Human Resources within the Department, including supporting Managers and PIs in their HR responsibilities to ensure we comply with statutory and University obligations.
- On behalf of Department Management Team, lead on HR initiatives (including Performance Review processes and Department responses to Staff surveys).
- Provide leadership to the Department’s administrative and technical support staff, promoting a supportive and inclusive culture, ensuring that staff have appropriate skills and that resources are deployed effectively to meet the Department’s objectives.
- To line-manage the administrative staff, including guiding their professional development and capability to ensure that they deliver the current and future service requirements of the Department efficiently.
JOB DESCRIPTION

- To line-manage the Department Operations Manager and support the Management Accountant in the management and supervision of support staff in the Department’s Technical and Finance Sections.

Management of Information

- To ensure that the Department has adequate information-management systems to meet departmental requirements and the auditing requirements of the University and external funding bodies.

Other Responsibilities

- Lead on projects, coordinating the work of colleagues within and outside the Department, as required.
- Represent the Department and engage with University and Faculty forums to promote optimum cooperation and share information and best practice.
- Undertaking other responsibilities appropriate to the role as determined by the Head of Department in line with the evolving needs of the Department and the University.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent</td>
<td>Essential</td>
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<tr>
<td>Professional management qualification or membership of a recognised body (eg Institute of Leadership &amp; Management or similar) and/or substantial experience of working at a senior level within a large and complex organisation</td>
<td>Essential</td>
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<td>Project Management qualification or equivalent experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Excellent knowledge of the full range of administrative services and systems supporting a substantial department within a large and complex organisation</td>
<td>Essential</td>
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<td>Knowledge of the UK Higher Education Sector</td>
<td>Essential</td>
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<td>Knowledge of managing a budget, authorising and reporting on expenditure against budget</td>
<td>Essential</td>
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<td>Knowledge and understanding of University HR policies and procedures</td>
<td>Desirable</td>
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<td>Knowledge and understanding of Higher Education Quality Assurance processes</td>
<td>Desirable</td>
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<tr>
<td>Knowledge and understanding of Research Grant income and expenditure and funders’ regulations</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Proven leadership skills, including development of high performing teams and support services in a complex environment</td>
<td>Essential</td>
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<td>Proven management skills, including strategic planning, policy development, service delivery, project management and financial management</td>
<td>Essential</td>
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<td>Ability to develop strategic approaches to both new developments and operational issues</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills</td>
<td>Essential</td>
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<td>Strong numeracy and analytical skills</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, able to foster collaboration and build good relationships with colleagues at all levels</td>
<td>Essential</td>
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<tr>
<td><strong>Excellent organisational skills, able to prioritise a complex portfolio in a challenging environment</strong></td>
<td>Essential</td>
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<td>Creative problem-solving skills</td>
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<td><strong>Able to set up and adapt systems to deliver improved services to the Department</strong></td>
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<td><strong>Able to gather intelligence, assimilate information and make decisions taking ownership and responsibility</strong></td>
<td>Essential</td>
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<td>Advanced skills in data management, presentation and report writing</td>
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<td><strong>Able to work independently or collaboratively in a number of different teams within the organisation</strong></td>
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<td><strong>Able to lead change projects and deliver results on time and on budget</strong></td>
<td>Essential</td>
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<td>Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines</td>
<td>Essential</td>
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<td><strong>Ability to handle confidential and sensitive issues</strong></td>
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<td><strong>Recognises the need for change and is forward looking. Promotes the benefits of change to others and regularly develops new ideas. Has the willingness to adopt and/or drive new ways of working to make improvements</strong></td>
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### Experience

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<td>Significant experience in a senior administrative role in a large organisation</td>
<td>Essential</td>
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<td><strong>Significant experience of leading high performing teams and motivating others to achieve results</strong></td>
<td>Essential</td>
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<td>Experience of managing budgets and financial planning</td>
<td>Essential</td>
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<td><strong>Experience of using HR policies and procedures in managing staff</strong></td>
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<td>Experience of working in Higher Education</td>
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<td><strong>Experience of supporting quality assurance processes in Higher Education</strong></td>
<td>Desirable</td>
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### Personal attributes

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<td>Natural authority, creative energy and a positive and collaborative approach</td>
<td>Essential</td>
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<td>Sensitivity, integrity and personal resilience</td>
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<td><strong>A commitment to excellent service provision and continuous improvement</strong></td>
<td>Essential</td>
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<td>A commitment to equality and diversity</td>
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The Department of Biology

Our department welcomes staff and students from around the world. We celebrate excellence, breadth and diversity across the spectrum of modern biology.

Our research is focused around fundamental science research foci, which are Cell and Developmental Biology, Molecular and Cellular Medicine, Bioinformatics and Mathematical Biology, Infection and Immunity, Ecology and Evolution, Microbiology, Biochemistry and Biophysics, Cancer and Plant Biology. The Department has successfully continued to establish state-of-the-art laboratory space and a new teaching building opened in Autumn 2016. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences. The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration internally and externally is strongly encouraged. Our Department comprises >70 academic and teaching staff, >100 research associates, >140 professional support staff (technical and administrative), 180 graduate students, and approximately 860 undergraduates.

The Department places high value on its research-led undergraduate teaching which is reflected in our performance in university league tables and the National Student Survey (NSS). The University holds a Gold Teaching Excellence Framework (TEF) award and we are preparing for departmental TEF awards in 2020. Our staff are committed to delivering high-quality teaching and developing and applying innovative and appropriate teaching techniques using material which creates interest, understanding and enthusiasm amongst students. Staff carry out on-going curriculum review, the review of module content and materials and contribute to the development of teaching and learning strategies.

We currently offer the following degrees within the Department:

- BSc/MBiol Biology
- BSc/MBiol Ecology
- BSc/MBiol Genetics
- MSc Biodiversity, Ecology and Ecosystems
- BSc/MBiochem Biochemistry
- BSc/MBiol Molecular Cell Biology
- BSc/MBiol Biotechnology and Microbiology
- MSc Industrial Biotechnology
- BSc/MBiomedSci Biomedical Science
- MSc Molecular Medicine
MSc By Research
MPhil
PhD

The department is strongly involved with two prestigious Doctoral Training Partnerships (DTP): the White Rose Doctoral Training Partnership in Mechanistic Biology (BBSRC) and Adapting to the Challenges of a Changing Environment (NERC). The former brings together the very best molecular, chemical and cellular bioscience research across the White Rose Consortium of Universities (Leeds, Sheffield and York), while the latter encompasses environmental, ecological and evolutionary research across the Universities of York, Sheffield and Liverpool, together with the Centre for Ecology and Hydrology. Students benefit from PhD training programmes with interdisciplinary collaboration at their core. This enables students to develop a range of research skills in biological, biochemical, ecological and environmental areas as well as equipping them with core mathematical, data analysis and generic professional skills that are necessary for bioscience research in the coming decades.

As befits a department of our size, we have extensive professional support services which underpin our teaching and research. This includes teams in operational services; horticulture; stores and logistics and teaching laboratory technicians. We provide excellent biological services facilities and mechanical and electronic workshops. We also have administration teams which cover; Health and Safety; Research support to assist with external funding proposals for research activities; a Student and Academic Services team in place to support academic staff and students; a core Department Management Team Hub who support a broad range of administrative processes in order to facilitate the smooth running of departmental activity.

We also have our Bioscience Technology Facility which is a unique resource providing a purpose-built facility for our world-class scientists and technologists working across six bioscience research capabilities. Collectively it brings together a unique range of expertise and equipment, and is recognised as a leading example of how to provide research support in the 21st Century. The focus is on six core areas: Bioinformatics, Genomics, Imaging & Cytometry, Molecular Interactions, Protein Production, and Proteomics. The Department has a dedicated bioinformatics support team within the Technology Facility who can provide help and assistance with a wide range of bioinformatics software.

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation and the University has a nursery on site. We are proud to foster a supportive culture that helps staff and students reach their full
THE DEPARTMENT

potential and we embrace equality, diversity and inclusion as well as the values of the Athena SWAN Charter in all our departmental activities. Our philosophy is that poor working practices discriminate disproportionately against women whereas good practices support all. We have a Gold Athena SWAN award in recognition of our culture, ethos and activity.

Centre for Immunology and Infection - www.york.ac.uk/cii

The Centre for Immunology and Infection Unit (CII) is an Interdepartmental Centre created by the Hull York Medical School and the Department of Biology at the University of York. Research within the CII ranges from fundamental studies on immunology, microbiology and parasitology through to first-in-man clinical research. Our aim is to develop a greater understanding of the processes underlying chronic infectious and non-infectious disease, and thus to develop new approaches to prevention and treatment.

Supported by major infrastructure investment the Centre was established in 2004 and expanded into additional purpose built accommodation in 2010. Within the current 2000m2 of research and office space, we have excellent facilities for research on ACDP HG3 organisms. Proximity to the Biosciences Technology Facility and Biological Services Facility of the Dept. of Biology ensure ready access to state of the art and well-supported cutting edge technology platforms (http://www.york.ac.uk/biology/technology-facility/) and animal facilities (to HG3). Research in the CII has a focus on chronic diseases of infectious, autoimmune and hematological origin.

The CII provides both a scientifically rich environment to support research and one that is highly supportive of career development.
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 are ranked 16th in the Times & Sunday Times league table (2017). 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.
THE UNIVERSITY

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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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.visityork.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
- Find this job using reference 7195
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 31 December 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to natalie.armstrong@york.ac.uk

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

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