

Job Title: Staffing Resource Transition Manager (new)

Grade: 7

Department: College of Life Sciences

Hours/Contract: Full-time or job share, fixed term for 18 months

Job Family: Management and Administration

Role Purpose

The Staffing Resource Transition Manager will support the effective operational management and delivery of services across all Schools within the College of Life Sciences (CLS), specifically in relation to contract management and resource planning.

Working closely with the College Operations Manager, Principal Investigators, Heads of School and professional services colleagues to ensure robust planning and management of research-funded and fixed-term staffing and starter/leaver processes.

The postholder will build future capability within Schools by supporting academic and professional services colleagues to understand, adopt and embed improved approaches to deliver contract management at a local level. The postholder will lead specific College wide improvement projects, develop guidance and tools, and analyse staffing and funding data, to deliver consistent, efficient and -quality practice. They will play a key part in shaping and influencing new ways of working, ensuring processes are responsive to changing priorities, and enabling the College to sustain and embed effective staffing management processes.

Main Duties and Responsibilities	% Time
Operational delivery - Lead the coordination and forward planning of fixed-term staffing contracts across Schools to ensure consistent, high-quality, and responsive service delivery. - Promote effective communication between academic and professional services teams to enable coordinated and efficient support for teaching, research and student activities. - Oversee the College's approach to redundancy consultation for research funded staff, (Procedure A) ensuring processes are timely, compliant and sensitively managed, and enabling Schools to take on these responsibilities sustainably over time. - Act as a key point of contact for Schools on staffing matters, ensuring consistent communication and shared understanding of roles, responsibilities and expected standards.	40
Operational service improvement Ensure the delivery of efficient, adaptable contract management and resource planning services that meet School and College needs within agreed timescales and quality standards.	30



• Develop and implement College operational resource planning and contract management processes and guidance, as directed by the College Operations Manager, ensuring alignment with institutional and College priorities. • Work with Schools to redesign and standardise local processes, building capability so that academic and professional services colleagues can manage them autonomously. • Develop and deliver training, workshops and one to one support for PIs, School managers and other colleagues to improve confidence and capability in managing staffing processes. • Create sustainable resources, guidance and process maps so that Schools can manage standard staffing activity independently beyond the 18 month project period. • Champion continuous improvement and support the cultural shift toward more proactive, planned staffing management across the College. • Plus other activities that are commensurate with the role level, as requested by the College Operations Manager and the Director of Operations, to support the imbedding of the new professional services ways of working, deliver operational efficacies and enable ongoing high-levels of professional services provision for CLS.	
Data, reporting and compliance • Promote and embed the effective use of digital tools and administrative systems of College-wide staffing records, contract status data and compliance documentation, meeting internal audit, HR and legislative requirements, to improve service quality, efficiency and data accuracy. • Analyse staffing and funding information to provide recommendations, identify risks, and support decision-making around extensions, appointments, ending of contracts and redeployment/redundancy. • Support Schools to develop local capabilities in maintaining accurate staffing records and embedding compliant processes.	30
Internal and External Relationships	
• Reports to the College Operations Manager and is part of the College Operations Management Team. • Line management of staff within the College Operations Team. • Works closely with Heads of School, principal investigators, academic leads and the Director of Operations. • Liaises with central services including HR, Finance, Estates, RED and IT. • Engages with partnership colleagues within and outside the University on operational matters. • Represents the College's professional services at internal and external meetings, ensuring issues are appropriately raised and acted upon.	



- Collaborates across the University to develop and implement improved processes and supporting systems.

Planning and Organising

- Works under the direction of the College Operations Manager, exercising a high level of independence in day-to-day management.
- Plans and organises own workload and that of the team to meet the requirements of the academic and operational calendar.

Qualifications, Knowledge and Experience

Essential

- Degree or equivalent vocational experience, and/or substantial experience in similar or related roles.*
- Proven ability to communicate clearly and effectively with staff and stakeholders, including during project delivery or incident management.*
- Evidence of experience in an administrative or management role, demonstrating effective people and project management.*
- Proven ability to lead operational projects and deliver measurable service improvements, particularly relating to recruitment and redundancy processes.*
- Experience managing operations in a complex organisation, demonstrating professionalism and awareness of wider institutional priorities.*
- Evidence of supporting contract management, recruitment and leaver processes.
- Experience of administration and management in higher education.

Desirable

- Knowledge of financial management including an understanding of accounting processes and systems.
- Evidence of contributing to process and service improvements to enhance efficiency and the staff and student experience.

Skills, Abilities and Competencies

Essential

- Excellent written* and oral communication skills, with the ability to adapt style for different audiences.
- Proven ability to build and maintain effective working relationships, demonstrating tact, discretion and sound judgement.
- Ability to interpret and apply policies, procedures and regulatory requirements to ensure operational compliance.*
- Strong digital literacy, including the use of administrative systems, data management tools and standard office software, with the ability to analyse and present information effectively.*





- Excellent organisational and time-management skills, with a proven ability to prioritise and manage multiple tasks effectively.
- Demonstrated ability to work independently, exercising initiative and making sound operational decisions within defined parameters.
- Proven ability to prepare reports, recommendations or proposals to support operational planning and decision-making.*
- Evidence of resilience and adaptability, maintaining performance and composure under pressure.
- Commitment to equity, diversity, inclusion and sustainability, embedding these principles in all aspects of operational delivery.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our





work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

