



Job Title: Chief of Staff

Salary: c £60k per annum

Department: President and Vice-Chancellor’s Office

Hours/Contract: Full time, permanent

Reference: 898

Role Purpose

The President and Vice-Chancellor and members of the University Leadership Team (ULT) together provide the strategic leadership and executive management oversight of the University.

The Chief of Staff provides high-level support for the President and Vice-Chancellor, for the success of the overall effectiveness of the wider ULT. As a member of the Professional Services Leadership Team, the Chief of Staff also contributes to the senior leadership of Professional Services across the University.

Main Duties and Responsibilities

- Provide high-level executive support for the President and Vice-Chancellor and ULT by managing their business agenda, correspondence and paperwork, undertaking research, drafting documents, providing advice and acting on behalf of the President and Vice-Chancellor when required.
- Define, implement and monitor an executive support service for the President and Vice-Chancellor’s Office that enables all the members of the executive team to operate effectively, deliver strategic objectives and promote the University.
- Support and manage the flow of business for the weekly meetings of the executive team and other meetings when required by the President and Vice-Chancellor.
- Work with the Assistant Council Secretary to define and organise events through which the executive team engages with the governing body and wider senior leadership of the University.
- Collaborate with other departments of Professional Services to organise and inform processes through which the executive team develops institutional plans, budgets and strategies.
- Manage the President and Vice-Chancellor’s Office budget.
- Build and maintain internal and external networks through which to inform their work and promote the objectives of the ULT.
- Contribute fully to the senior leadership of the Professional Services as a member of the Professional Services Leadership Team.
- Support senior recruitment as required.





Internal and External Relationships

Internal Relationships

- Provide proactive and high-level support for the President and Vice-Chancellor and members of ULT.
- Act as the senior point of liaison between the University Executive Office and academic and Professional Service departments, acting as the conduit for the flow of high level and sensitive information which can require initial negotiation and agreement.
- Liaise with internal communications teams to ensure knowledge and understanding of the work of ULT and associated strategic projects is widely held.
- Provide strategic briefings to the President and Vice-Chancellor as required in conjunction with the Head of Public Affairs.

External Relationships

- Collaborate with external communications teams to promote the knowledge and understanding of the work of ULT and associated strategic projects.

Planning and Organising

- Horizon scan for significant strategic and operational issues for the President and Vice-Chancellor and the leadership team and, where appropriate, lead interventions on behalf of the President and Vice-Chancellor and the leadership team.
- Ensure progress on major University-wide initiatives.

Qualifications, Knowledge and Experience

Essential

- An undergraduate degree, or an equivalent professional qualification.
- Experience of planning and delivering complex, large-scale projects and events.
- Experience of strategic planning.
- Experience of managing and monitoring budgets.
- Experience of contributing to, and informing high-level meetings.
- Computer literate with a good working knowledge of Microsoft Office software (including Outlook, Word, Excel and PowerPoint).

Desirable

- A postgraduate award, or an equivalent professional qualification.
- Knowledge of the policy, regulatory and legislative context in UK higher education.





Skills, Abilities and Competencies

Essential

- Excellent oral and written communication skills.
- Highly numerate and confident with data and its analysis and interpretation.
- Highly developed networking and leadership skills, with the ability to influence and secure support from people at the highest levels inside and outside the University.
- Strong attention to detail, combined with the ability to absorb, process and summarise large amounts of complex or technical information.
- Personally resilient and able to operate effectively and deliver in a pressured environment.
- A commitment to working collaboratively and flexibly to support the strategic aims of the institution.
- Capability to put into practice in all their interactions the fundamental principles of governance, by showing integrity, accountability, effectiveness, leadership and respect for confidentiality.
- A commitment to continuing professional development both personally and for others.

Equality and Diversity

We believe that equality, 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 equality 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 equality, diversity and inclusion.

