

Faculty Operating Officer

Faculty of Liberal Arts and Sciences

Welcome from the Deputy Vice-Chancellor and Provost

The University of Greenwich is a very special place and is rightly proud of its heritage in providing transformative experiences for students from all walks of life. We are equally proud of our high standards of applied research and enterprise which support economic growth, social impact and sustainability.

As we move into a new era, we are passionate and focused on the future and our collective ambition is to become the best modern university in the UK by 2030. We will achieve this by focusing on student experience and success, investing in our knowledge exchange capability and building upon our existing achievements in applied, impactful research.

We have ambitious plans for our Faculty, and these are founded upon our commitment to build successful partnerships, providing sector leading facilities and attracting talent on a global scale. We are particularly proud of our diverse student and staff body and our explicit commitment to

equality, equity and inclusion. We are seeking an outstanding individual to join us as Faculty Operating Officer, leading our professional services and technical teams in support of Faculty strategic plans.

If you have drive, commitment, professional credibility and share our passion for higher education and its power to change lives for the better, I encourage you to apply for the position.

Thank you for expressing interest in joining the Faculty of Liberal Arts and Science community.

Professor Vanessa Lemm
Deputy Vice-Chancellor and Provost.



University of Greenwich

The university takes its name from the Royal Borough of Greenwich in London. Greenwich has a long and rich history which forms the backdrop and inspiration for today's university. Many of the buildings on Greenwich Campus were designed at the end of the 17th century by Sir Christopher Wren, one of Britain's greatest architects, and the work was overseen by Nicholas Hawksmoor and Sir John Vanbrugh, both towering figures in their field.

The £76 million Stockwell Street Building continues this tradition of innovative architecture within the Maritime Greenwich World Heritage Site and is home to our Schools of Design and Stage & Screen within the Faculty. Our Schools of Law & Criminology and Humanities & Social Sciences are based on Queen Mary Courts and King William Courts respectively.

Altogether, the university is custodian of 16 listed buildings, including the grand former Royal Naval Barracks at Chatham Maritime, now home to the Medway Campus. More information on [Governance and University Leadership](#) is available on our webpages.

Our vision, our values and our strategy

Our vision for 2030 is to be the best modern university in the UK.

Our university is a community of people from many walks of life. We take pride in the diversity of our subject expertise, the lived experience of our staff, students and alumni, and the diversity of campus experiences we offer. This diversity is our strength and enables us to say we are a university that empowers others to make a difference locally, regionally, nationally and internationally, with equal intensity.

What makes the university distinctive is that we proactively support our students and staff to achieve their ambitions because of rather than despite, their backgrounds.

The University of Greenwich Strategy is driven by the vision of Education without Boundaries, underpinned

by the values of inclusivity, collaboration and impact and principles of creating opportunities, building partnerships and delivering impact.

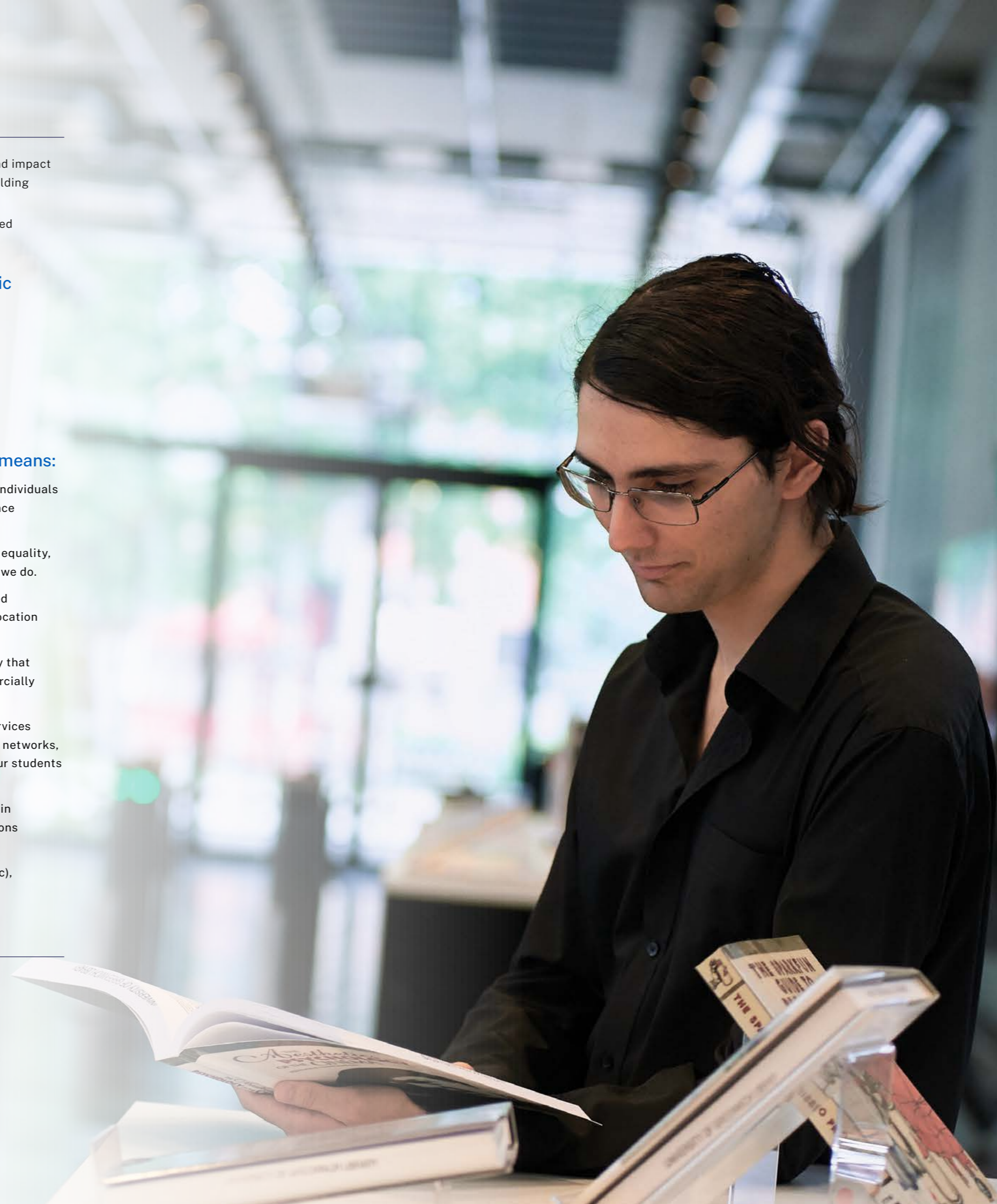
We're proud to have achieved Gold and named 20th in Stonewall's Top 100 Employers List.

The University has four strategic Priorities:

- **Student Success**
- **Inclusivity and Culture**
- **Research and Knowledge Exchange**
- **Connected Sustainable Campuses**

Education Without Boundaries means:

- Widening access to higher education for individuals who may otherwise not aspire to experience and benefit from it.
- Fighting for improved social mobility and equality, diversity and inclusion in everything that we do.
- Empowering our students to use their lived experience to stand out in their chosen vocation in the workplaces of tomorrow.
- Empowering our staff to innovate in a way that makes a difference academically, commercially and socially.
- Providing physical and digital campus services that foster a sense of community to build networks, peers, friends and connections that set our students up for life.
- Breaking down boundaries that exist within and between academic disciplines, locations and borders.
- Ensuring an equitable focus on local (civic), regional, national and global agendas.





#1
Best London university
for international students
(Whatuni Student Choice Awards 2023)

130+
taught
postgraduate
courses

**Internationally
recognised
green
credentials**
**8th best
university
in the UK**



5 Queen's
Anniversary
Prizes for
Higher and
Further
Education

The Faculty of Liberal Arts and Science

This is our Time, University of Greenwich Strategy 2030

The Faculty has a large, diverse and energetic community with almost 4000 students from over 140 countries and 150 academics supported by a superb team of professional services colleagues. Inclusivity and culture are one of our four strategic priorities, and we invest in supporting and developing our staff, continuously striving to create a culture where everyone feels valued, and opportunities are equal. Our values are to be inclusive, collaborative and impactful and we embed equality, diversity and inclusion throughout all of our structures, processes and behaviours.

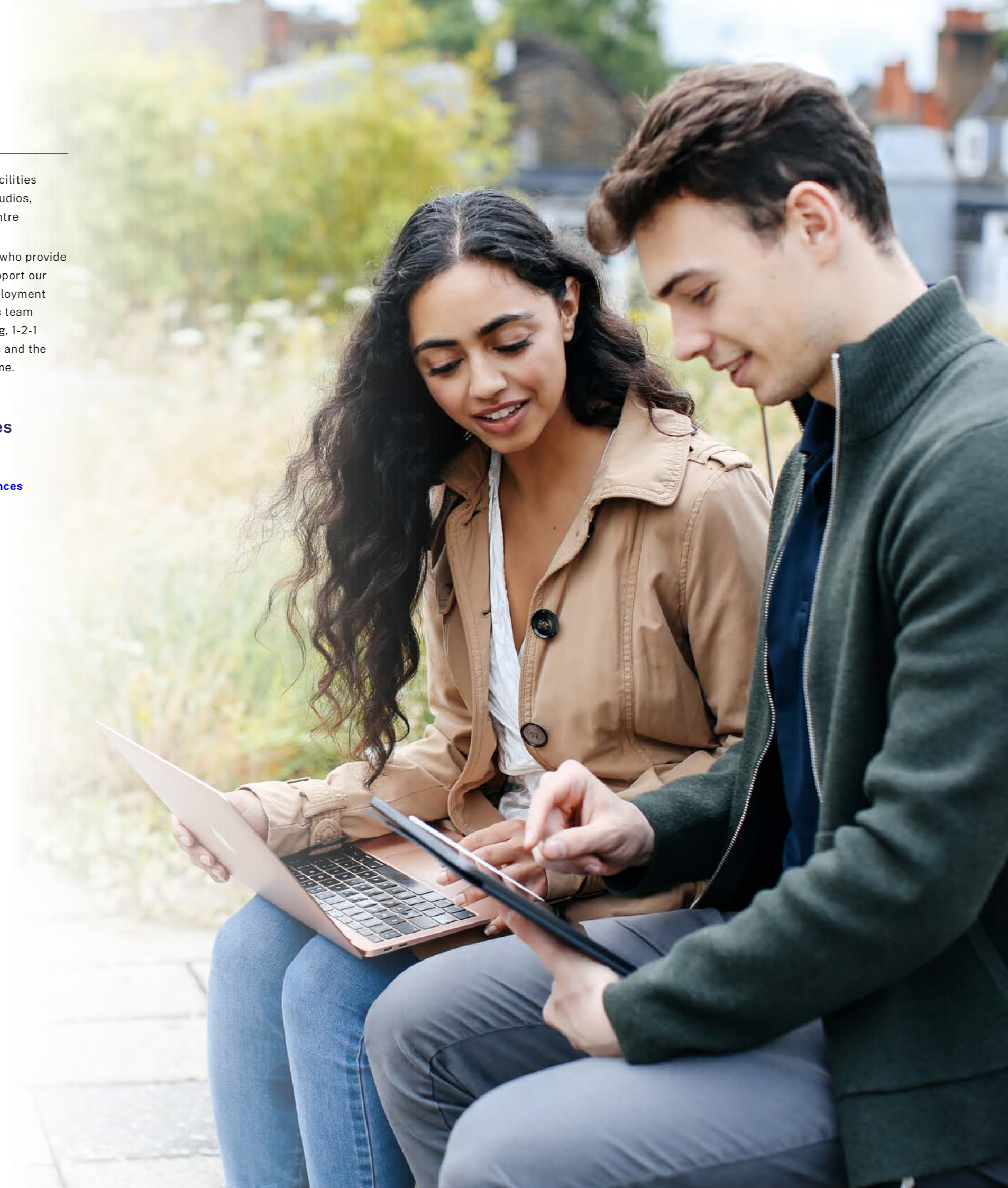
Our students choose from a wide variety of courses and undergraduate and postgraduate level include architecture, landscape, media, film/TV, law, criminology, sociology, history and English. We have strong links with business and industry who help ensure that our curricula are up to date and aligned to employers' needs with a number of courses accredited by the relevant professional bodies.

We have a range of excellent teaching facilities including film/tv studios, sound/music studios, workshops and a theatre based in the centre of Woolwich.

We have a dedicated employability team who provide a range of comprehensive services to support our students to maximise their graduate employment outcomes. Our Employability and Careers team offers internships, placements, mentoring, 1-2-1 career coaching, employer led workshops and the Greenwich Employability Passport Scheme.

Schools within the Faculty of Liberal Arts and Sciences

- [School of Design](#)
- [School of Humanities and Social Sciences](#)
- [School of Law and Criminology](#)
- [School of Stage and Screen](#)



Our Research

Our Research and Knowledge Exchange

The Faculty has a thriving research and knowledge exchange community. Our Institute for Inclusive Communities & Environments seeks to foster greater inclusivity and reduce inequalities among diverse individuals, communities and environments. Using the arts, humanities and social sciences, our researchers and practitioners work collaboratively with communities, organisations and policymakers in the UK and around the world to address the social and environmental challenges of our time.

We aim to:

- Create and support a high-quality inclusive academic community, recruiting, mentoring and upskilling members at every stage of their career.
- Foster multi-sectional networks of researchers, stakeholders and policy advisors within and across centres at the University, regional, national and international levels to increase opportunities for new funding and multidisciplinary publications.
- Provide multidisciplinary, evidence-based responses of the highest quality, arising from our rigorous, specialised knowledge.
- Engage with professional organisations, NGOs, civil societies, policymakers, students and local and central government to raise awareness about inequalities stemming from inadequate attention to different language needs and to the value of literary

education and heritage.

- Influence social structures, policy and our academic disciplines through rigorous and impactful research and knowledge exchange activities.

We believe that the most powerful way to address the world's most complex social, economic and environmental challenges is through interdisciplinary research. The Institute has six research centres that act as incubators of innovative research. In addition the institute is also home to the [University of Greenwich Galleries](#) as well as an exciting new research initiative – [Shared Hub for Immersive Future Technologies \(SHIFT\)](#).

Each centre transcends and brings together different disciplines. They also ensure appropriate support, mentorship and guidance for researchers across career stages.

[Centre for Spatial and Digital Ecologies](#)

[Centre for Communities and Social Justice](#)

[Centre for Sound and Image](#)

[Centre for Transformative & Global Justice](#)

[Centre for Creative Futures](#)

[Centre for Research in Language and Heritage](#)



Great things about the University of Greenwich

We have more than 130 years of experience providing quality education.

We have won five Queen's Anniversary Prizes for Higher and Further Education. These include a prize for our Natural Resources Institute's ground-breaking work to find smart solutions for pest control in the developing world.

Our Greenwich Campus is based on a UNESCO World Heritage Site.

Among our Times Higher Education awards are prizes for Most Innovative Teacher and Outstanding Contribution to Innovation and Technology.

Nobel Prize winner Professor Charles Kao, pioneer of fibre optics, was educated here.

We are proud of the diversity of our international student body and our engagement in transnational education. In 2020/21 (the latest figures available), we had around 14,000 students studying in institutions outside the UK, and 30% of our UK-based students were domiciled in other countries.

In 2018, we established the University of Greenwich International College (UGIC) in partnership with Oxford International. Located in Greenwich, UGIC is an embedded college which offers an exciting range of courses for international students leading to progression to the university.

We've a 1st class environment rating from the People & Planet University League for our environmental and ethical performance.

The university is well positioned for attracting students. QS Best Student Cities named London as the world's most student-friendly city in its 2024 rankings.

We are constantly improving our buildings and facilities to give our students a better university experience. Recent changes include a new home for UGIC that provides more space for teaching and studying and an eco-friendly heating system on Avery Hill Campus.

Our academic staff includes recipients of the prestigious National Teaching Fellowship, which recognises and rewards individual excellence in teaching in higher education.

We have won two Guardian University Awards for Research Impact, recognising our world-class teaching and research within the higher education sector.

Our life-saving research includes projects to reduce loss of life during fire evacuations and develop ways to combat pests and diseases.

Our alumni excel in every walk of life. They range from lawyer Shabina Begum, a campaigner for the empowerment and protection of women, to composer Guy Penwill, a member of a double Oscar-winning special effects team, and Abiy Ahmed, Prime Minister of Ethiopia and winner of the 2019 Nobel Peace Prize.



Benefits of working with us

Community and Staff

The University of Greenwich is a large university with three attractive campuses in London and Kent. We combine strong regional, national and international links with excellence in applied research and a mission for access.

The University has achieved considerable growth in the last 20 years to become a major player in the education sector, with a turnover of £300 million and over 28,000 students, 21% of them postgraduate. The University is proud of its diverse student body, with a broad range of students from black and other minority ethnic communities, a high proportion of mature students and broadly equal numbers of men and women.

Our staff share our vision and passion for transforming lives through inspired teaching and research and are committed to our values and behaviours.

Diversity Networks and Groups at the University of Greenwich

We are proud to have four Staff Networks and Groups for staff across both academic and professional roles. The purpose of Staff Communities is to provide a safe, supportive and confidential forum for sharing experiences, networking and discussing identified issues that affect members of staff across the University; agree and implement possible solutions and make recommendations to senior stakeholders and the EDI Committee. It also intends to promote the interests of the diverse staff, raise awareness about diversity and inclusion and make input into the policies and practices of the University.

Our Staff Networks and Groups

- [LGBT+ Staff Community](#)
- Disabled Staff Community
- [BAME Staff Network](#)
- [Women Staff Network](#)

We offer some of the most competitive salaries in the public sector based on incremental pay scales and annual pay awards. We pay London Weighting to staff at our Greenwich and Avery Hill campuses and provide other special allowances to staff where appropriate.

We want our staff to enjoy a healthy work and life balance. Annual leave entitlements vary depending on your position and years of service, ranging from 26 to 35 days. In addition, you get eight days' statutory holidays, and most staff benefit from extra leave over the Christmas and New Year break. Administrative and support staff normally work 35 hours a week, and we are always willing to explore part-time working and job-sharing arrangements.

It is not just our students who have an opportunity to learn, study and develop. Our staff do too. Our Learning and Development Unit runs a range of training and development sessions to help staff become fully proficient in their roles and develop their careers. Teachers new to the profession get help through access to PGCerts and a variety of induction and training events. Staff are encouraged to make use of our programmes and courses for their own development; many full-time and part-time staff studies for degrees and attend other University courses free of charge.

The role:

Faculty Operating Officer: Faculty of Liberal Arts and Science

Role reports to: Pro Vice Chancellor and Executive Dean

Other Key contacts:

Faculty Leadership Team, Chief Operating Officer, Executive Directors of Services

Purpose of Role:

Reporting to the PVC and Executive Dean, the Faculty Operating Officer (FOO) will be responsible for the efficient and effective running of all professional and technical services and processes in the faculty.

The FOO will hold overall faculty responsibilities for finance, human resources, operations, space, faculty student support services, facilities management and marketing and events.

The role will involve organising and coordinating the faculty interfaces with the university services provided centrally by Directorates as well as working collaboratively across the University on institution-wide projects.

The FOO will be an integral part of the Faculty Leadership Team working to implement the University's 2030 Strategy and delivering on relevant KPI's pertinent to the role.

Key Accountabilities:

Generic: Financial Management and Oversight

Work with the PVC and Executive Dean and Finance Directorate to manage and oversee all Faculty financial and business planning activities, including: developing and administering all financial plans; revenue forecasts, overseeing business policies and accounting practices; reviewing and analysing financial reports; leading and supporting the Faculty budgeting process; and ensuring that relevant financial data is presented to the PVC, FLT, and other University groups and committees.

Human Resources

Work with the Human Resources Directorate to oversee all the human resource functions for the Faculty including enhancing recruitment, hiring, and compensation; change management, oversee HR processes and casework, organising professional training and development, including new employee orientation; optimising employee engagement; and

ensuring regulatory oversight and legal compliance.

Operations

Work with the Chief Operating Officer, the Executive Directors of Professional Services functions and the University Secretary to ensure the success of Faculty operations including: managing processes relating to the UK Border Agency; managing the Faculty implementation of university risk management, legal, Health and Safety and Wellbeing and procurement policies; optimising the use of ILS information and IT services within the Faculty; and providing guidance and leadership through management of the Faculty metrics and measurement reporting process for example against KPIs.

Professional Services Leadership

Lead the Professional and Technical Services staff within all Faculty Services functions ensuring smooth daily operations, and provide staff support and guidance to the Faculty Leadership Team.

Core Requirements

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Any other duties appropriate to the post and grade.

The Person

Experience

- Strong operational experience: in a senior management role with substantial experience;
- Demonstrated experience in managing financial planning and analysis, human resources, information technology, health and safety, and legal matters;

- Experience in setting priorities and guiding investment in teams, people and systems;
- Significant experience of managing in a matrix structure acting as a link between a local group and relevant central services and teams;
- Significant experience of leading and managing project teams, demonstrating successful delivery;
- Demonstrated experience of developing and delivering strategy and action plans;
- Demonstrated experience of addressing challenges and successfully managing change;
- Demonstrated success developing and monitoring systems to manage both operational and project work that involve high levels of collaboration.

Skills

- Organisational development, HR, budget and resource development and strategic planning;
- Excellent people skills, with an ability to partner with a dynamic leadership team;
- Personal qualities that align with the University values: inclusive, collaborative, and impactful;
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions;
- Ability to work collaboratively and virtually with colleagues based elsewhere adhering to corporate standards and methods of working;
- Ability to use initiative and adopt a positive/proactive approach to problem solving;

- Ability to analyse, problem solve and provide advice for self and various client groups;
- Creative and entrepreneurial thinking;
- Capacity to assess and communicate priorities, organise multiple activities and plan workloads, sense of urgency and able to act rapidly with judgement;
- Pro-active approach to managing staff, processes, resources and projects.

Qualifications

Essential

- Bachelor's degree or equivalent.

Desirable

- Masters in relevant area or equivalent.

Personal attributes

- A demonstrable commitment to equality, diversity and inclusion;
- A strong sense of personal ambition and drive and a positive attitude to delivering excellent service;
- delivery for the academic enterprise and the student experience as well as the corporate professional services;
- A commitment to demonstrating personal accountability and corporate responsibility;
- A commitment to delivering our values of inclusive, collaborative, and impactful.
-

How to apply

This is an exciting time to join us. If you share our commitment to Education Without Boundaries, we want to hear from you. Please review the full job description, candidate specification, role descriptors and details of how to apply, by clicking on the following link: <https://jobs.gre.ac.uk/4538>

The application deadline is the **Monday 27 May 2024** and the interviews will take place week commencing **Monday 10 June 2024**.

Should you wish to have an informal conversation regarding this post, please contact the **HR Recruitment Team** at peopleoperationsflas@greenwich.ac.uk in the first instance.



University of Greenwich
Old Royal Naval College
Park Row, London SE10 9LS
greenwich.ac.uk

