

Business Manager Job Specification

Deadline: 15th December 2019

The University Alliance is looking for a dynamic Business Manager to manage the day-to-day running of the University Alliance working closely with the CEO to ensure delivery of the organisation's new strategy, business operations including overseeing all financial management related to the effective running of the organisation, procurement, accommodation, HR, governance, legal, membership and IT services.

The Business Manager has line responsibility for the organisation's office administrator who will support the Business Manager in ensuring effective strategic management of the Chief Executive's diary, overseeing travel arrangements for the CEO and that of the wider team plus financial invoicing processing and general support for the Business Manager in the effective delivery of their responsibilities.

If you are a dynamic, driven, results orientated people person who enjoys working independently and with professional and passionate people to deliver proactive and innovative solutions and are fantastically organised, have great attention to detail then please apply.

About University Alliance

University Alliance is a mission group within the higher education sector, representing and supporting large to mid-sized, world-leading civic universities with a professional, technical and vocational focus with strong links to business and the public sector services. We are respected as a thoughtful and constructive force in the higher education sector and are committed to being an effective and powerful voice of professional and technical universities. Our new unifying vision is professional and technical universities working together, unlocking potential, effective change.

Our objectives

We advocate for our members as world-leaders in providing technical, professional and vocational higher education in the UK.

We champion the critical role that our members play in their communities; the lives they change, the potential they fulfil; their strong links with business, creative industries and through delivering the critical public sector skills workforce.

We have excellent links with decision-makers in government at all levels, which means we can influence policy debate, creation and implementation.

Our values

We are passionate about what we do and ambitious to achieve excellence across our mission.

We are collaborative, open minded and entrepreneurial – willing to consider new ideas, work with partners and to innovate.

We provide opportunity for all, embrace diversity, and work openly, honestly and constructively for the good of UK higher education.

Our programmes.

We run three major programmes:

Our Teaching Excellence Alliance is a collaborative venture which brings together Alliance universities to promote excellent teaching and learning, and to better understand and define – as well as champion and showcase – excellent teaching at Alliance institutions.

Our Doctoral Training Alliance (DTA) model offers PhD students a fully-funded postgraduate programme, enhanced skills development package, an expert support network and improved employment opportunities. The DTA currently focuses on three interdisciplinary areas: Applied Biosciences for Health; Energy; and Social Policy. It is the largest multi-partner doctoral training initiative in the UK.

Our new extended Doctoral Training Alliance (DTA3) opens up our existing doctoral training initiatives to EU and international PhD students – backed by a €6.5million award from the European Commission, under the Marie Skłodowska-Curie (MSCA) COFUND scheme.

University Alliance member principles:

Members of the Alliance share a set of common strengths and principles these are:

- A commitment to excellence, world-leading practices and outcomes
- Prioritising innovative teaching and the student experience
- Place based research and engagement with industry and communities

- Delivering talent and skills for industry and public services
- A commitment to supporting social diversity

For more information, please visit: www.unialliance.ac.uk

Our Members:



The Role

This is a senior role in the organisation working very closely with the Chief Executive and with the Heads of Teams (Policy, Communications & Public Affairs and Programmes) and with the Officers' Group (Chair, Deputy Chair and Treasurer) of the Alliance. The post holder will need to engage and influence a wide range of stakeholders across our membership including Vice-Chancellors, their executive teams, suppliers and providers.

You will be a self-starter, able to independently manage and direct your work plan, can bring energy and drive to the business, identify and drive the delivery of tangible outcomes of the business whilst getting the most from managing staff and working with senior colleagues across the team and membership, being comfortable upwardly delegating to the CEO and Heads of Teams. You will have strong communication, engaging and influencing skills and the ability to think strategically and creatively.

Main responsibilities

Strategy Delivery

- Working closely with the CEO ensure that the new Vision. Mission. Objectives. Strategies and Tactics (VMOST) of the organisation are effectively embedded into the organisation and that all staff are effectively working to the delivery of the new strategy, the Business Manager will have primary responsibility for evaluating progress of the VMOST with the CEO including managing mission control to formally capture progress of all the teams, reporting to the Directors (members of the University Alliance) on a quarterly basis.

Business Operations

The Business Manager will manage the following key operational areas of the University Alliance:

Financial Management

- Overall responsibility for financial management of the organisation including ensuring value for money at all times for members who are the main financial investors to the organisation.
- Managing invoicing and credit control functions to ensure income matches cash flow forecasts and budget requirements.
- Working with our external accountant to deliver high standards of financial management and deliver timely and accurate budget reports to the Chief Executive and Company Directors.

- Working with the Chief Executive and other Budget Holders to ensure accurate financial planning of projects and related activities.
- Informing the Chief Executive of any financial issues, which might adversely affect the Company. Proposing methods to help improve and monitor financial controls and advise on ways of improving the efficiency of the financial management systems.
- Producing year end information to meet the independent examiner's requirements for the production of the End of Year Accounts and Financial Audit as well as financial information for inclusion in the UA's annual report.
- Ensuring accurate and timely payment to all suppliers including efficient payment and negotiation of rent, service charges and business rates.
- Ensuring efficient receipt of payment from all members via the annual subscription fee as well as additional income from sponsorship
- Liaising with the Programmes Team with the management of respective programmes budget and ensuring that financial activities and reporting duties are properly carried out. Working with the CEO develop a long-term financial sustainability strategy including options for income generation beyond that of membership subscription fees.

Human Resources

- Overseeing and developing recruitment, contract, induction and appraisal processes to ensure we attract and retain the best talent possible.
- Liaising with HR, payroll, and pensions contacts at the University of Hertfordshire (outsourced) regarding any changes to employment and ensuring the organisation complies with employment legislation at all times.
- Assisting the Chief Executive in devising and implementing all company policies and ensuring that these are routinely updated and communicated to staff.
- Being responsible for a regular audit of personnel files, ensuring effective systems are followed for keeping records of salaries, leave, staff expenses and training etc.

Legal

- Being the first point of contact for all legal enquiries including those relating to: Freedom of Information requests, GDPR, Companies House, and the company premises.
- Liaising with our external legal adviser to ensure all contract documentation provides sufficient and appropriate legal protection.
- Ensuring the efficient and effective management of the work of the Officers' Group, keeping close links with the Chair, the Company Secretary and Head of Legal as required.

- Arranging and scheduling the annual cycle of quarterly Directors' and Members' meetings to discharge the business of University Alliance. Drafting agendas, issuing papers and following up on action notes.
- In consultation with the Chief Executive and Company Directors, maintaining, monitoring and reviewing Governance processes and policies.
- Ensuring the maintenance of the register of Directors' Interests and correspondence files.

IT

- Overall responsibility for ensuring the organisation and its staff have access at all times to an effective IT system
- Managing the overall contract including relationships with external IT support.
- Conducting day-to-day trouble shooting for staff.
- Analysing equipment needs and overseeing the purchase and set-up of all new technical equipment.

Office Management

- Overall responsibility for the University Alliance office and environment including access to facilities and services. As necessary, when contracts expire, organise the search for future office locations, contracts and moves.
- Holding overall responsibility for the upkeep and maintenance of the office premises including health and safety and other legal requirements, liaising with contractors and landlords and reviewing and updating relevant insurance policies.
- Overseeing and ensuring the effective maintenance of all IT equipment including printers and computers, telephones and photocopiers.
- Liaising with contractors and service providers where necessary and reviewing and updating maintenance contracts.

Membership Management

- Organising, attending and taking minutes at University Alliance membership meetings three times per year ensuring that decisions and information from meetings are communicated to appropriate people and that business is followed up as required.
- Providing comprehensive relationship management for University Alliance members to ensure their continued support and commitment to the organisation including (but not limited to): overseeing a regular programme of meetings and events and the production of an annual report.

- Implementing and maintaining introductory communications and processes for new members to University Alliance with the CEO and senior members of the University Alliance Team.
- Working with CEO and the Communications Team to develop and deliver activity and engagement with the whole membership to continuously engage them in our work.
- Maintain an effective member evaluation and develop a rigorous programme of review visits with the CEO to ensure continual opportunities for members to review satisfaction with their membership of the Alliance.

Leadership & Management of Office Administrator

- Overall responsibility for ensuring high quality administrative and diary support for the CEO.
- To line manage and develop the Office Administrator in this role by providing support, training and guidance.
- To effectively delegate to the Office Administrator administrative duties aligned to the role of Business Manager to ensure effective management of the role which is a busy and important role to the success of the organisation.
- To delegate, as appropriate, financial related duties.

Miscellaneous

- Other duties and general support tasks as required by the Chief Executive or senior staff in accordance with the strategic objectives of the University Alliance.

Main terms and conditions

University Alliance staff benefit from generous terms and conditions including 25 days' leave plus concessionary days (supplementary to bank holiday), flexible working practices, pension scheme and a commitment to investing in and developing staff.

Principal location of work: 109 -117 Middlesex Street, London, E1 7JF.

Line manager: Chief Executive Officer, Vanessa Wilson.

Probation period: 6 months.

Starting salary: c. £35,000 per annum

Conditions: permanent, full-time but would consider part-time and job share applications

Application Deadline: 11.59pm, Sunday 15th December 2019.

Interview: Interviews will be held on Tuesday 17th and or Wednesday 18th December.

Application process: to apply please download the application form provided on our website and follow instructions provided.

Please send the completed application form with the subject line 'Business Manager' to info@unialliance.ac.uk by the deadline date.

Please do let us know if you are unable to make interview dates provided.

Person specification

Specification	Essential
1. Education/Training	Degree-level qualification and / or equivalent qualifications or experience.
2. Relevant Experience	<p>Experience of working closely with senior leaders in delivering business administration and systems development.</p> <p>Experience in budget preparation, financial management, financial forecasting and reporting.</p> <p>Understanding of legal and governance processes and best practice.</p> <p>Significant stakeholder relationship management and engagement.</p> <p>Experience of organising meetings, taking minutes and following up on actions.</p> <p>IT literate, comfortable liaising with IT professionals to ensure appropriate IT services for the organisation.</p>

<p>3. Relevant Skills/Aptitudes</p>	<p>Highly organised with good attention to detail – will deliver to deadlines, anticipate the needs of the CEO and the wider senior team, ability to prioritise and find effective solutions.</p> <p>A self-starter, you are confident to lead and drive projects under your own initiative with minimal supervision.</p> <p>Ability to build strong relationships and influence at all levels</p> <p>Excellent interpersonal skills</p> <p>Ability to liaise and maintain engagement, trust and confidence of a large numbers of stakeholders.</p> <p>Trusted professional judgement</p> <p>Knowledge and understanding of the HE and wider education sector would be helpful but not essential</p> <p>Strong team player, quick to support colleagues across different teams where needed and deliver joint-results</p> <p>Ability to prioritise tasks with strong organisational skills</p> <p>Open, honest, direct and comfortable in giving and receiving constructive feedback</p>
<p>4. Special Requirements</p>	<p>Professional approach</p> <p>Financial Management</p> <p>Board secretariat skills including professional minute taking</p> <p>Proactive self-starter</p> <p>Self-motivated and able to use initiative</p> <p>Ability to work as part of a small team</p>
<p>5. Other</p>	<p>Confident, open approach to dealing with colleagues of all levels, internally and externally.</p>