Operations Manager, Centre for Innovation in Legal and Business Education (SCiLAB)

Fixed Term contract until 31st Jan 2022
Part Time – 0.8FTE – Working pattern to be agreed
Grade 7
Location: Walton Hall, Milton Keynes Based

About the role

The Centre for Innovation in Legal and Business Education (SCiLAB) brings together academics from the Business and Law Schools to promote and support the development of scholarship associated with the teaching and learning of business and law subjects through Open and Distance Learning. Being part of the Research, Enterprise and Scholarship team, the SCiLAB Manager will take overall responsibility for supporting the start-up for the centre, developing and establishing the range of processes and duties for the successful operation of the centre in collaboration with the Director of SCiLAB and the Senior Research, Enterprise and Scholarship Manager. The successful candidate will take overall responsibility for a range of executive and advisory duties and operations within the Centre and will have significant external partnership roles.

Key responsibilities

- Manage the operation of the Centre and act as the initial contact in resolving the day to day management issues. This will include, for example liaison with central committees, provision of information, monitoring progress of bids, collating scholarship news, applying guidelines to measure impact.
- To monitor the progress of scholarship plans, proposals and activity, particularly adherence to work programme deadlines and budgets.
- To draft reports and materials about FBL Research/scholarship work for a range of internal and external audiences, including drafting and coordination of formal reports.
- To provide project management of externally and internally funded scholarship projects.
- Attendance at regular cross university scholarship meetings and reporting on activities to the faculty. Act as faculty representative on Centre Managers Scholarship Group.
- To ensure meetings are contributing to informing the overall direction of the Centre and that outcomes from meetings are implemented as appropriate.
- To take overall responsibility for the Centre’s web presence, including both its development and maintenance. Including Twitter feed, LinkedIn group etc
- To manage arrangements for internal and external seminars, workshops and conferences, including those involving international partners and participants.
- To work with the Director of SCiLAB to develop effective communication plans, to ensure the delivery of these plans and oversee production of publicity materials for promotion of the Centre both within and outside of the university.
- Work closely with other Centre managers and APD (Academic Professional Development) to provide cohesion between development events, academic professional development and input into TEF processes and procedures.
- To be responsible for the management of the center’s financial planning and budgets and ensure that information is readily available for Director’s reports to faculty and university groups.
• Take a central role in the organization and publicising of scholarship events and conferences both within faculty and across the university.
• To allocate resource for internally funded academic principals to support their projects.
• Undertake other appropriate duties as requested by the Director of SCiLAB and the Senior Research, Enterprise and Scholarship Manager.

Person Specification

Essential

• A first degree or equivalent education, or work experience at a comparable level.
• Substantial experience of working in a project team environment, preferably experience of project management in an educational setting.
• Evidence of developing and delivering print and web dissemination material appropriate for specific audiences.
• Evidence of managing, organising and coordinating events, e.g workshops, conferences, seminars
• Experience of providing administrative support to a committee group or formal project group
• Experience of writing formal reports, papers and minutes.
• Experience of planning and costing and scheduling of activities, allocating resource and budget management.
• Excellent written, oral and online communication skills.
• Decisive, flexible and quick thinking with the ability to work independently and as part of a team.
• Ability to anticipate and analyse problems and bring forward workable solutions.
• Ability to organise own workload, prioritise, work to and meet deadlines whilst remaining effective under pressure.
• Ability to negotiate with internal and external customers and stakeholders
• Evidence of experience in setting up and maintaining a website and knowledge of how social media can help with dissemination of news and research.
• Willingness to work occasional weekends and evening events and readiness to travel outside Milton Keynes, from time to time

Desirable

• Project Management training and or qualifications.
• Experience of working with international partners.
• Knowledge of the issues relevant to teaching and learning.
• Experience of managing consultants or outsourcing arrangements for achievement of solutions to specification and on time.