

Job Description

Faculty Operations Manager

Position Overview

Faculty	Computing, Mathematics, Engineering & Natural Sciences (CoMENS)
Location	London, Northeastern University London campus
Term	Fixed-time (12 months, with possible extension)
Salary Range	£47,321 - £53,237
Direct Reports	TBC
Reports to	Alexandros Koliouisis (Faculty Director)
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Start	October 2024; interviews will be conducted on a rolling basis until the position is filled

The role

Northeastern University London invites applications for a *Faculty Operations Manager*. The successful candidate will oversee the smooth and efficient operation of the faculty.

The role offers a unique opportunity to make a significant impact within a faculty where creativity thrives. It is a professional services, administrative, planning and coordination role that is essential to the success and growth of the Faculty. If you have the skills and experience in project management, workload management, and HR processes, we would love to hear from you.

You will be responsible for managing key faculty operations in relation to the University's strategic and academic priorities, in collaboration with the Faculty Director and Associate Dean of Faculty Affairs. Duties include: (i) workload planning for the academic year; (ii) hiring activities; (iii) coordinating the faculty's operational infrastructure in partnership with other professional services (e.g., Human Resources, Quality Assurance, Timetabling, Registry, Events, Research); (iv) overseeing the organisation and agendas of Faculty meetings and other key meetings, ensuring that key processes are embedded into the annual cycle and

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delivered in a timely way; (v) managing reports, data and documentation and analysing them to support and guide Faculty on the application of relevant university policies and procedures; and, more generally, (vi) leading various strategic projects and initiatives. Preference will be given to candidates who have significant experience in managing operations for a large unit in a similar role, ideally in the Higher Education (HE) sector. We particularly encourage applications from those belonging to groups underrepresented in UK HE.

About the Faculty

The recently formed Faculty of Computing, Mathematics, Engineering, and Natural Sciences (CoMENS) is undergoing significant growth at Northeastern University London. It is home to four interdisciplinary undergraduate dual-degree (in UK and US) programmes in the areas of Data Science, Data Science and Politics, Computer Science and Business, and Computer Science and Philosophy; four postgraduate programs in the areas of AI Ethics, Data Science, Computer Science, and Technology Leadership; and six degree apprenticeship programmes in the areas of AI, Data Science, Digital and Technology Solutions, Biosciences and Clinical Trials.

The Faculty plays a major part in Northeastern University's first-year student mobility program, offering undergraduate courses in Computer and Data Science, Mathematics, Engineering, Physics, Biology, Chemistry and Healthcare, striving to inspire and equip entering students to be outstanding scientists.

About the University

Founded in 2012, Northeastern University London has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person Specification Criteria

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To undertake this role, the following should apply. All criteria are considered essential unless otherwise stated. Should you not have the experience below, please do highlight where transferable skills would assist with you undertaking the role.

Key Criteria

- Master's degree, or equivalent professional experience, in a relevant area
- Experience in managing operations for a large unit in a similar role, working with key senior stakeholders across teams in a matrix management environment
- Experience in managing staffing plans
- The ability to plan, prioritise and manage complex multi-dimensional operational strategies in HE
- The ability to engage confidently and competently with academic and professional staff in Northeastern University London and across the Northeastern University global network
- Excellent written and verbal interpersonal and communication skills
- Excellent IT skills
- Excellent time-management and organisational skills
- Passion to build an excellent student and staff experience

Additional Information

Enquiries

Informal enquiries may be made to Dr Alexandros Koliouisis, Faculty Director (alexandros.koliouisis@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 23:59 on **Friday, 20 September 2024**. Please reference your application "**FOM0924**". Participation in the equal opportunities section is encouraged, but voluntary. Applications must include a full curriculum vitae, and a cover letter that sets out concisely and in ways relevant to this role how the applicant meets the person specification criteria.

The panel will be shortlisting for this position on a rolling basis so please apply as soon as possible. We reserve the right to close this post before the closing date if we receive a large number of applications.

Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students

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and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Job sponsorship. Visa sponsorship may be available for a successful candidate for this position.