

POST	Faculty Business Manager– Creative Industries
SALARY	Grade 8
HOURS OF DUTY	35 hours per week
LOCATION	City Campus
REPORTING TO	Dean of Creative Industries
RESPONSIBLE FOR	Faculty Administrative Staff

KEY RESPONSIBILITIES

1. Provide professional support and advice to the Dean and to lead the appropriate support teams, within the Faculty particularly in relation to administration, organisation, financial management and business functions that support the devolved faculty strategy.
2. As a member of the Faculty's management team the Faculty Business Manager (FBM) will be a key contributor to the faculty plan, working with colleagues to ensure that professional support in the Faculty delivers in line with strategic priorities and to deliver first class student experience and outcomes. The FBM will also monitor and ensure operational delivery of the Faculty's business and budgetary plan, aligned to the strategy of the College.
3. Support the Dean and Associate Deans (AD's) with the preparation and implementation of the Faculty's Strategic and Operational plans.
4. Support the Dean and be responsible for overseeing the professional support to ensure the day to day running of the Faculty, including monitoring and reporting on Faculty budget.
5. Ensure the support activities of the Faculty are undertaken in accordance with the governance, policy and regulatory frameworks of the College
6. Monitor and report on the deployment of support staff resources across the Faculty identifying and proposing change where required
7. Maintain close working relationships with the other Faculty Business Managers and colleagues in the College Directorates in support of the Team City approach to effective administration.
8. Assist the Dean in leading and engendering a culture of continuous improvement and quality enhancement in all aspects of the Faculty's activity.
9. Work with the Faculty management team to analyse student and employer feedback to deliver against the College Strategic Plan and Supporting strategies.

KEY ROLES

1. Be responsible for administration relating to the finances of the Faculty including budget management, procurement and authorising appropriate expenditure with the Dean and management team colleagues.
2. Support the Dean in carrying out all financial planning & management in liaison with the central Finance Department and other budget holders.
3. Monitor and review effective utilisation of Faculty financial resources in line with the College's policies, including staffing budgets, financial record keeping, reporting and data processing and analysis of all Faculty funds/budgets.
4. On a day to day basis, ensure effective and timely processing of invoices and other procurement activity required by the Faculty.
5. Ensure compliance with the College's financial regulations and procurement rules.
6. Be responsible for managing effective communication within the faculty and the delivery of the faculty communication plan, in relation to business and curriculum event administration.
7. Ensure all media are delivering an aligned and consistent message. Monitor the offline and online media activity specific with the faculty of Creative Industries.
8. Work closely with the Associate Deans and the wider management team in ensuring financial and wider resource management related to external revenue generation.
9. Be responsible for and take ownership of managing effective communication within the Faculty, including in particular with relation to business and curriculum event administration.
10. Liaise with the Dean, ADs and Communications Directorate where appropriate, to ensure staff are aware of and engaged in business-critical activity such as budget management, the planning cycle, the annual quality review cycle and commercial activity.
11. Contribute to the development of effective internal and external mechanisms which ensure the provision of effective communication with staff, students and other stakeholders as appropriate.
12. Be responsible for line managing and developing the Faculty Administration and designated Business Support staff.
13. Lead support staff by allocating and delegating responsibilities in the Faculty in conjunction with academic staff to ensure administration, academic and business activities are aligned and operating in an effective and efficient way.
14. Support staff recruitment activity in the Faculty ensuring that new/ replacement posts are within budget and have the Dean's approval.
15. Be responsible for the induction of new Curriculum Administration staff.
16. Support the Associate Deans and Curriculum Heads in delivering appropriate integration plans for new staff recruited to the Faculty.
17. Build professional relations to support the development and implementation of effective administrative policies and procedures aligned to the College's policies and procedures. Share best practice to deliver a consistently high and appropriate level of service within the Faculty and to its various stakeholders.

18. Ensure that all courses are given a high standard of administrative support and act in partnership with academic staff to meet the needs of the students. This will include the accurate maintenance of student course-related records and digital course 'handbooks', in line with College policies and procedures.
19. Be responsible for the provision of administrative support to the Faculty's student recruitment and admissions processes.
20. Ensure that Faculty timetabling, assessment and Quality processes which are essential in the organisation of academic activity, is supported appropriately.
21. Coordinate with Faculty Management and Communications team in resourcing and record management relating to liaison and partnership working with schools and other educational establishments.
22. Liaise with other Faculty Business Managers in supporting Performance and Quality reviews and audits. This will also involve providing administrative support to regulatory review processes.
23. Ensure compliance in response to FOISA requests and formal complaints procedures.
24. Support income generation in the Faculty which may include the administration of contracts or other agreements, co-ordinating those involved in business activities and monitoring the Faculty finances around these projects, working collaboratively with the Associate Deans, Curriculum Heads, City Enterprise Business Development Managers and other Project Managers.
25. As part of the Faculty management team jointly lead in the co-ordination of the marketing of the Faculty's course portfolio, internally and externally.
26. Provide effective monitoring and support to International partnerships and franchised courses including on-line and delivered off campus.

General

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model and operate at all times supporting College values and corporate management.
4. Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.
6. Develop effective working relationships internally and with external partners.

Every Post Description will be subject to review;

1. Within six months of appointment
2. Thereafter, on an annual basis
3. As a result of agreed staff development / personal development needs
4. As a result of team / operational requirements or strategy changes.

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Faculty Business Manager	Creative Industries

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	A relevant degree or equivalent and/or appropriate professional experience in a service management role	Management or Business administration qualification	• Application
	Evidence of continuous professional development		• Application
Occupational Experience	Experience of implementing change and driving continuous improvement	Leadership and management of change and development appropriate to a further education environment;	• Application • Interview
	Experience of managing budgets and meeting financial targets; the ability to organise and maintain excellent electronic records and to provide high level management reportage.	Experience in budget planning for highly technical environment	• Application • Interview
Personal qualities and competencies	Excellent interpersonal skills, both with internal and external contacts	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the College through highly developed communication, liaison and networking skills	• Interview

POST DESCRIPTION AND PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
		Experience working with creative industries stakeholders and partners	<ul style="list-style-type: none"> • Application • Interview
	Ability to manage performance and develop staff both individually and in teams;	The ability to lead others through inspirational leadership which earns respect and provides an environment where others feel motivated	<ul style="list-style-type: none"> • Application • Interview
	IT Literate and able to demonstrate a knowledge of the systems relevant to this position	Ability to interpret management information from a range of business IT systems	<ul style="list-style-type: none"> • Application • Interview
		Some experience of the IT needs within the creative industries sector	<ul style="list-style-type: none"> • Application • Interview
		Ability to understand needs for various areas with various technical needs	<ul style="list-style-type: none"> • Application • Interview
	Ability to use knowledge and initiative to solve complex organisational problems	The ability to respond creatively and innovatively to the specific needs of a diverse community. With knowledge of agile working, design thinking and innovative management theory	<ul style="list-style-type: none"> • Application • Interview

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