

## Director of Faculty Operations

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| <b>Job Reference:</b> |                         |
| <b>Department:</b>    | Faculty Directorate     |
| <b>Grade/ Salary:</b> | 10/£73,177 - £75,255    |
| <b>Contract Type:</b> | Permanent               |
| <b>Hours:</b>         | 35 per week (Full time) |
| <b>Location:</b>      | New Cross, London       |

Application deadline: **23<sup>rd</sup> September 2026**

Interview date: TBC

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Goldsmiths' two Faculties provide leadership to our academic schools. The Pro Vice Chancellor and Executive Dean provides academic leadership to the Faculties and the Faculty Directorate is led by the Director of Faculty Operations.

Faculty Operations sits within the Directorate and Faculty Operations Managers work closely with Heads of School, other academic staff and Professional Services Directorate staff to manage and support areas of work relating to Planning, Finance, HR, and Estates.

The Faculties:

#### Creative Arts and Media

- School of Art
- School of Design
- School of Media, Communications and Cultural Studies
- School of Music, English and Theatre

#### Society and Innovation

- School of Computing
- School of Creative Management
- School of Global Change
- School of Mind, Body and Society

### **Job description**

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Reporting to: Pro Vice Chancellor and Executive Dean

Reports: Senior Faculty Operations Managers, Faculty Directorate Manager

#### **Summary:**

Working across the two academic Faculties, the Faculty Director of Operations works closely with the Pro Vice Chancellor and Executive Dean, Deputy Deans and Heads of School to drive strategic and operational improvement, develop and implement Faculty level strategy and planning and manage change. As leader of the Faculty Operations team, the Director oversees all areas of Faculty work relating to Finance, HR,

Governance and Estates, collaborating with internal and external stakeholders. The role also involves project delivery and representation of the Faculty on a wider platform.

### **Strategic Development**

- Work closely with Pro Vice Chancellor and Executive Dean, Deputy Deans and Heads of School on all areas of Faculty strategy and planning
- Are an active member of Faculty Board, Faculty Executive and Faculty Leadership Groups
- Are a member of Goldsmiths Leadership Group, and its successors and other committees of the University as required
- Attend Academic Board
- Represent Faculty Operations at University level, deputising for the Pro Vice Chancellor and Executive Dean on operational matters and, in this context, at relevant senior level meetings, as and when required
- Work closely with Professional Services Directors on the delivery of University strategy
- Lead on the operational and strategic aspects of relevant change management initiatives
- Lead and contribute to internal networks which support the development of specific services and projects, within the Faculty or across the University
- Take a strategic lead on Faculty projects or initiatives and be a project lead on ad-hoc projects, as and when required, ensuring clear objectives and setting a timeline and priorities for delivery.
- Are an active member of relevant professional networks, to maintain awareness of national and international issues and developments impacting on higher education, to contribute to maintaining the profile of Goldsmiths and to share and learn from best practice across the sector
- Engage with the University's commitment to equality and diversity and its mission to further social justice, understanding, inclusivity and opportunity through education.

### **Resource Planning and Management**

- To work with Heads of Schools to support the effective management of budgets and to ensure value for money in all business decisions, including the effective sharing of resources where appropriate
- To work with the Pro Vice Chancellor and Executive Dean, Deputy Deans and Heads of School to develop and implement annual school plans
- To work closely with Heads of School on the allocation of resources
- To analyse and interpret planning and budgeting data, applying it to context to inform and support effective decision-making both for the Faculty Operations team and Faculty as a whole.
- To work closely with Heads of School on annual curriculum planning and workload allocation
- To work closely with Estates to ensure effective use of Schools space, including studio areas to enable successful delivery of academic practice

### **Faculty Operations**

- Lead and motivate the team, advising on operational changes relating to management of delivery and completion of work
- Support the team in change management situations to help commitment to and understanding of the need for revised financial or other operational priorities
- Line manage professional staff in the Directorate ensuring that effective recruitment, induction, support, development and training procedures are in place to enable staff to fulfil their potential and meet best practice in their professional areas
- Develop and implement effective and efficient processes for the Faculty Operations teams
- To work with Heads of School and Faculty Operations Managers on the effective allocation of hourly pay and non-pay budgets
- To oversee and support the preparation of CHCs and short-term contract requests (AL contracts and other hourly pay)
- To advise on the recruitment of academic staff in the Faculty

### **Governance**

- To ensure that the effective governance structures are in place across the two Faculties.

- To work with the Pro Vice Chancellor and Executive Dean on developments to the governance structures
- To work with Pro Vice Chancellor and Executive Dean and other Senior Faculty Leaders on the annual cycle of business
- Oversee the annual cycle of Boards and Action Groups within the Faculties
- To support the Faculty Directorate Manager in the organisation of Action Groups
- To be aware of challenges related to Equality, Diversity, and Inclusion (EDI) and be committed to promoting a positive and inclusive culture

### **General**

- You will be required to undertake any other duties as may reasonably be required, including representation on operational matters for the Pro Vice Chancellor and Executive Dean at senior level meetings.
- Undertake all activities in accordance with Data Protection and Cyber Security regulations and policies
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

### **Person Specification**

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form      C = Certificate**  
**I = Interview                R = Reference**  
**T = Test / P = Presentation**

|                                                                                                                          | Category |
|--------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Essential Criteria 1 – Qualifications</b>                                                                             |          |
| Degree level qualification or equivalent                                                                                 | A        |
| <b>Desirable Criteria 1 – Qualifications</b>                                                                             |          |
| Post Graduate qualification in a relevant area                                                                           | A        |
| <b>Essential Criteria 2 – Experience</b>                                                                                 |          |
| Significant senior experience in a large complex organisation and of working at a strategic and operational level        | A,I      |
| Senior administrative experience in an education or training environment                                                 | A,I      |
| Significant experience of line management, including defining and achieving high standards of administrative performance | A,I      |
| Substantial experience of working with and influencing senior management                                                 | A,I      |
| Track record of supporting and enabling change management                                                                | A,I      |
| Experience in leading and managing projects, ensuring they are delivered on time and within budget                       | A,I      |
| <b>Desirable Criteria 2 – Experience</b>                                                                                 |          |
| Experience within a senior role in a Higher Education Institution                                                        | A,I      |
| <b>Essential Criteria 3 – Knowledge</b>                                                                                  |          |
| Understanding the current and changing HE sector                                                                         | A,I      |
| Understanding of the importance of good data quality in an effectively managed institution                               | A,I      |
| <b>Essential Criteria 4 – Skills</b>                                                                                     |          |
| Strength and quality of leadership and personal skills required to initiate and carry through change                     | A,I      |

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|-------------------------------------------------------------------------------------------------------------------------------------|------|
| Ability to handle and interpret data and apply conclusions within a specific context to improve decision-making                     | A,I  |
| Strong verbal and written communication skills including the ability to influence others and act as a representative of the Faculty | A,I  |
| Consultative and able to work collaboratively                                                                                       | A,I  |
| Ability to think strategically and provide innovative solutions to complex issues                                                   | A,I  |
| Proactive and enabling with the presence and gravitas to operate successfully in a senior role                                      | A,I  |
| High level of probity, diplomacy and confidentiality                                                                                | A,I  |
| Proven ability to quickly grasp and respond to a complex and changing environment                                                   | A,I  |
| <b>Additional Attributes</b>                                                                                                        |      |
| Self-motivated and positive attitude, demonstrating a pro-active approach to problems and finding solutions                         | A,I  |
| Committed approach to diversity                                                                                                     | A,I  |
| Commitment to the ethos, values and culture of the College                                                                          | A,I, |
| Understanding of the challenges and benefits of working in a transparent, collegiate and open environment                           | A,I  |
| Commitment to the mission and values of the College Driven to achieve results                                                       | A,I  |

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

For more information about the role, please contact Adam Dinham, e-mail [a.dinham@gold.ac.uk](mailto:a.dinham@gold.ac.uk)

**June 2025**

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## **Summary of Benefits**

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

### Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk), or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

***Thank you for your interest in working with us, we wish you all the best with your application.***