Department of Computing

Department Business Manager (maternity cover)

Available from 10 December 2018

<table>
<thead>
<tr>
<th>Job Reference:</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Department of Computing</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 8 £44,966.87 - £51,607.23 incl of London Weighting</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed term (until 30 September 2019)</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: 22nd October, 2018.
Interviews: 30 October 2018

Goldsmiths

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 to make your request.
Passionate about advancing equality and celebrating diversity. Together, we are different.
The Department

The Department of Computing is a vibrant, innovative and intellectually stimulating environment in which to work and study. We have a unique view of computing as a creative practice-based discipline: we pride ourselves on pushing the boundaries of computer science research and on teaching our students to be innovative and practical professionals, able to think for themselves and to bring creative solutions to industry and to society. Our research is radically multi-disciplinary and varied with a span that reaches from a strong emphasis on interactivity, virtual reality, and creative uses of computers to data analytics in medical and commercial applications. We have been extremely successful in recent years, attracting exciting new staff, winning important research grants, and greatly expanding in size, impact, and mission. The new jobs will help us to move to the next stage, reinforcing our internationally significant position in interactivity, creative computing and games, while building up strength in data science and theoretical computer science. The successful candidates will be crucial to these developments.

The Computing Department plays a central role in Goldsmiths: we have joint research and joint teaching with several other departments and, after our recent growth, we are now the department with the second largest income and the largest number of undergraduate students in the College. We are devoted to nurturing our current students and devoted too to widening participation in computer science education. Goldsmiths Computing has twice the national computer science average percentage of women students and we are working hard to increase that number. We are devoted to ensuring that this is a healthy stimulating place for women and non-binary staff and students to work and study.

Now is an exciting time to be joining this department. We are at the beginning of several major initiatives that will help us widen and deepen our research influence and we are developing online teaching (in collaboration with Coursera and the University of London Worldwide) that will expand our international teaching reach. We are looking for people who will enthusiastically help us grow and prosper.

3 Goldsmiths, University of London, New Cross, London,
Job description

Reporting to: The Head of Department (Research, Internationalisation and New Academic Initiatives).

Summary:
The Department of Computing is seeking to appoint an experienced Department Business Manager (DBM) on a fixed term basis while the current Department Business Manager is on maternity leave. The DBM will manage the Department’s administrative operations and Computing’s administrative team, support both Head of Departments (Learning & Teaching and RI&NAI) and liaise with the College’s other academic departments and professional services.

You will have at least a good first degree and possibly other relevant professional qualification(s); advanced experience of the Higher Education sector, knowledge of its evolving landscape and commitment to its purposes; understanding of the complex workings of an academic department; experience of a senior administrative role in HE, of managing resources and staff, and of strategic planning; advanced personal and interpersonal skills, oral and written, communication skills, financial, numeracy and IT skills, and skills in leadership, teamwork, planning, managing.
The post holder will be expected to be able to carry out the following duties:

Cross-Departmental Responsibilities and Duties:
• To act as the key interface between the Department and a wide range of academic and administrative staff across the College and beyond.

• To work with other Department Business Managers (specifically, although not exclusively, within the School of Professional Studies, Science and Technology and in the departments with which Computing shares degree programmes at undergraduate and postgraduate levels) to facilitate collaboration and the sharing of good practice, and to support the student experience.

Departmental Responsibilities and Duties:
• To manage the provision of high quality administration to support the Department’s research, teaching, and commercial objectives;

• To manage the work of the Department’s administrative team so as to maximise the effectiveness of the administrative functioning of the Department, including publicity, marketing and recruitment, quality assurance and student experience;

• To contribute to strategic thinking to ensure departmental plans and policies complement the College’s core strategic themes;

• Using initiative to identify and address operational problems at a departmental level, and at the College level where those issues impact on the Department;

• To oversee the Department’s internal and external communications, for example the website, social media, production of annual reports, student handbooks;

• To oversee the maintenance of Department records, handbooks, policies and regulations, including programme and module information, human resources.
/ personnel files (including sickness and absence records), accurate student records, examinations and assessments reports, financial information, Department and college committee information and minutes, electronic information and other records as may be required for management information;

- To establish, document and keep under review processes and procedures for the general management of the Department, ensuring that all staff are aware of the procedures;

- To oversee the production of the Departmental teaching timetable and other resourcing requirements associated with the timetable;

- To be responsible for setting up the annual calendar of committees and meetings;

- To act as a central point for the receipt and distribution of general information relevant to the Department as a whole;

- To provide advice and administrative support in relation to student issues (welfare, disciplinary, complaints);

- To oversee the Department’s attendance monitoring activities;

- To advise on the preparation of module proposals and module amendments, in line with the College regulations for students;

- To be responsible for administering paperwork for new modules and new degrees;

Financial Management:

- To take responsibility for the general management of Departmental budgets, ensuring appropriate scheduling, monitoring income and expenditure against budget, liaising with the Finance Department, and alerting the Head of Department (HoD) to any potential budget issues;
• To advise the Head of Department on strategic and policy matters, including financial management, budgeting and resource allocation, and keeping records of such matters;

• To be responsible for managing and monitoring of departmental accounts, (including the hourly pay, non-pay and research grants);

• With the Head of Department, to hold regular meetings with the Management Accountant to discuss departmental accounts and assist in budget forecasting.

**Human Resources and Line Management:**

• To co-ordinate staff recruitment procedures across the Department, ensuring that appropriate paperwork is completed and processed and to ensure appropriate arrangements are made from shortlisting through to interviews and appointment of staff, liaising with our HR Business Consultant;

• Lead and manage the Department’s administrative staff team; including Performance Development Review of line-managed staff, ensuring that staff understand their contribution to the department and to the University Strategic Plan and so that they are able to develop their skills and improve their performance; and monitor and manage time keeping, absence and holiday via normal college procedures;

• To provide advice and guidance where appropriate to all academic staff (including hourly paid academic staff) with regard to administrative, financial, human resources and student issues;

• To manage the hourly paid lecturer budget and appointments; including confirming assignment of hours, production of contract letter and Contract Hours Calculator (CHC), induction for hourly paid staff and to resolve any issues relating to payment and extensions.
Business Management:

• To implement and evaluate the Departments’ publicity and promotion procedures, as well as the marketing and recruitment strategy, in conjunction with relevant College services;

• To promote the image of the Department, including overseeing the maintenance and development of the Department’s website(s);

• To oversee the organisation and co-ordination of Departmental admissions procedures and open days, and coordinate Departmental contributions to College open days and other recruitment events;

• To contribute to an enhanced student experience by supporting student engagement across departments attendance at events, and supporting school engagement initiatives (including enrolment/Welcome Week, Open Days, and graduation ceremonies).

Assessments/Exams Management:

• To act as secretary or ensure appropriate coverage is provided from within the Departmental administrative team to undergraduate and postgraduate examination boards;

• To liaise with Departmental and College Examination officers, and the Department’s Chair of Exam Board;

• To ensure accurate recording of marks and classifications and to maintain (or oversee the maintenance of) accurate records of students’ extenuating circumstances throughout the year;

• To manage the preparation of results for the Pre-Meets and Examination Boards and examination reports for the Assessments Office, to liaise with External Examiners as necessary, and to ensure that the assessments timelines are communicated to external examiners and academic and administrative staff;
• To ensure that accurate records are kept of all plagiarism cases in the department, including decisions made and penalties applied;

• To oversee deadlines and processes for submission of students’ work and marks with other administrative staff and the Exams Officer.

Support for the Head of Department:
• To assist the Head of Department in all matters relating to the Departmental interface with College administration and coordinating Departmental responses to requests for information from the College where appropriate;

• To provide strategic financial information to the Head of Department to assist with Departmental planning;

• To work with the Head of Department in workload planning for, and maintaining annual records of, the allocation of duties to academic staff; including planning and monitoring the Department’s teaching provision in liaison with the Head of Department, anticipating and monitoring teaching needs in light of staff leave and fluctuations in student numbers/course changes.
Other

• In association with appropriate College officers, to assist in the preparation of continuity plans to enable business operations to be maintained following the failure of, or damage to, vital services or facilities;

• To assist the Head of Department with the analysis of statistics and trends to compile relevant data and write/contribute to writing business cases for posts, programmes and resource utilisation;

• To participate in College and Departmental committees, working parties, focus groups and peer networks/forums;

• To act as secretary for departmental committees, or (where appropriate) ensure this duty is covered by another member of the administrative team;

• In addition you will be required to undertake any other duties as may reasonably be required;

• At all times to carry out your responsibilities with due regard to the College Code on Equality and Diversity/Dignity at Work Policy;

• At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy.
Person Specification

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 these 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:

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<th>Category</th>
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<tbody>
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<td>A = Application form</td>
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<tr>
<td>C = Certificate</td>
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<tr>
<td>I = Interview</td>
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<tr>
<td>R = Reference</td>
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<td>T = Test / P = Presentation</td>
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Essential Criteria 1 - Qualifications
A degree or relevant professional qualification

Desirable Criteria 1 - Qualifications
Additional qualification in management

Essential Criteria 2 - Experience
Experience of a senior administrative role in Higher Education
Experience of managing finances and preparing annual budgets
Experience of managing staff and resources
Experience of strategic planning

Essential Criteria 3 - Knowledge
An understanding of the complexities of the range of activities in an academic department
Clear understanding and commitment to the purposes of Higher Education
Knowledge of current developments in HE sector
Ability to work at and coordinate several administrative levels across a large department
<table>
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<tr>
<th>Essential Criteria 4 - Skills</th>
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<tr>
<td>Excellent verbal, written and numerical communication skills</td>
<td>A, I,</td>
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<tr>
<td>Proven skills in managing, planning, organising, co-ordinating and assigning workload priorities</td>
<td>A, I</td>
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<tr>
<td>Excellent personal and interpersonal skills and the ability to interact successfully with people at all levels</td>
<td>A, I</td>
</tr>
<tr>
<td>Financial skills relating to budgeting and forecasting (strategic planning)</td>
<td>A, I</td>
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<td>Excellent level of skills in the use of IT</td>
<td>A, I</td>
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<th>Additional Attributes</th>
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<tr>
<td>A commitment to and understanding of Equal Opportunities issues</td>
<td>A, I</td>
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<td>Ability to lead and/or work as part of a team or teams to achieve department goals</td>
<td>A, I, R</td>
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<tr>
<td>Ability to work across and bring together, academic and administrative staff</td>
<td>A, I, R</td>
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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.

**Applying for the post**

Applications must be submitted electronically by the specified deadline. Applicants must address in detail, in the online application form, each of the essential and desirable criteria listed above. A current CV should be uploaded.

**Shortlisting and Interview**

We expect to be able to contact shortlisted applicants within 1 week of the closing date, but please be aware that the shortlisting process may sometimes take longer. We aim to invite candidates to interview with at least one week’s warning; again, be aware that this is not always possible.
Shortlisted candidates are normally invited to address the Panel with a short presentation (the topic and format will be communicated with the invitation). The formal interview will follow the presentation.

The successful candidate will be notified after the completion of all interviews, normally within a week (on occasions, the selection process may take longer).

For more information about the role, please contact the current Department Business Manager, Rose Hepworth (r.hepworth@gold.ac.uk)

October, 2018
Summary of Benefits

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 and adoption leave and pay and tax efficient childcare vouchers
- 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

For more information about Goldsmiths, please visit: 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, or visit www.gold.ac.uk/hr.

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