

## Job Description

<b>Role Title:</b>	Executive Chief Advisor to the Vice-Chancellor
<b>School / Dept:</b>	Vice-Chancellor's Office
<b>Reference:</b>	MPF4465
<b>Grade:</b>	9
<b>Full or Part time:</b>	Full time
<b>Hours:</b>	1.0 FTE / 36.25
<b>Reports to:</b>	Head of Executive Support - Office of the Vice-Chancellor

## Overview

The Vice-Chancellor and the University Leadership Team are leading the delivery of our exciting and ambitious vision for the University, for which the Vice-Chancellor requires a proactive Executive Chief Advisor (ECA) with strong business and policy acumen to work collaboratively with both internal and external stakeholders to advise the Vice-Chancellor on high-level policy issues, anticipating significant strategic issues and where appropriate leading on and supporting the University Leadership Team in the delivery of strategic projects and institutional initiatives.

Working together and to the Head of Executive Support, the ECA will manage delicate and highly confidential matters on behalf of the Vice-Chancellor and the ULT. This role requires highly developed influencing skills to provide sensitive liaison with senior staff and internal and external stakeholders across a wide range of issues.

The role holder will be expected to work collaboratively with the Executive Support Team and other key internal and external stakeholders to ensure pro-active management of business and information flow on behalf of the Vice-Chancellor, supporting and influencing the delivery of the key strategic objectives of the University and actions from the Executive and Council are followed up on and implemented.

## **Role Purpose**

To ensure that the Vice-Chancellor and ULT Members are supported in the delivery of major strategic objectives and to support the Vice-Chancellor in all aspects of their role by undertaking project leadership, speech writing, background research, data analysis, preparation of briefing materials, designing and producing complex documents, reports, and presentations, collecting and preparing information for meetings with internal and external stakeholders.

To deliver the challenges of this key role the Executive Chief Advisor will be expected to demonstrate high levels of initiative, influencing, leadership and policy skills and be creative, open and collaborative.

To underpin this work, the ECA will be required to work collaboratively with the Head of Executive Support and other key internal stakeholders, to ensure that business is triaged effectively and efficiently to maximise the best opportunities for the University and the most effective use of time for the Vice-Chancellor and ULT members.

## **Principal Duties & Responsibilities**

- Working to the Head of Executive Support, act on behalf of the Vice-Chancellor to liaise on and coordinate a wide variety of issues with ULT and colleagues within Schools and the Professional Services.
- Acting on behalf of Vice-Chancellor internally and externally, at key meetings, events and conferences.
- Leading on, in conjunction with ULT Members as required/appropriate, major projects, task groups and institutional initiatives as required, on behalf of the Vice-Chancellor.
- Lead the development and delivery of government relations strategy for the University.
- Anticipate significant strategic and operational issues for the Vice-Chancellor and Executive and where appropriate implement interventions on behalf of the Vice-Chancellor/Executive.
- To analyse proposals and policy issues and provide relevant and insightful advice. The post holder will influence decision-making by offering strategic recommendations based

on their analysis, ensuring that the advice provided aligns with the university's strategy and plans.

- Together with the Head of Executive Support, anticipate significant strategic and operational issues for the Vice-Chancellor and the University Leadership Team (ULT). Where appropriate, lead interventions on behalf of the Vice-Chancellor, and actively contribute to shaping strategic decisions by providing insightful analysis and recommendations.
- To collaborate with internal stakeholders to analyse proposals and policy issues as necessary and provide relevant and insightful advice which demonstrates an awareness of the public policy environment, strong business acumen and an understanding of the strategic and operational needs of the University.
- Working across all relevant support services in ensuring an appropriate leadership engagement framework is in place for the Executive, providing effective visibility and two-way communications with colleagues at all levels in the institution, to continually promote and get buy-in to the strategic objectives and vision of the University and drive forward actions on behalf of the Vice-Chancellor.
- Working together with colleagues in MRER, manage the social media accounts for the Vice-Chancellor and liaise closely with colleagues on both internal and external comms
- To keep a working brief of all major university projects and strategies that the Vice-Chancellor is engaged with, being a central point of knowledge on business progress at ULT, supporting colleagues across the institution in understanding the requirements of the Vice-Chancellor and Executive in delivering on those strategies and projects.
- Together with the Head of Executive Support, provide highly confidential advice and support in dealing with important sensitive issues on behalf of the Vice-Chancellor to troubleshoot issues with significant institutional and reputational impact, using knowledge to inform options, influence opinion and ensure matters are resolved appropriately and swiftly.
- Supporting the Vice-Chancellor on major visits, regionally, nationally and internationally, including being the central point in leading on key follow-up of outcomes and actions with ULT and other colleagues as appropriate.
- Together with the Head of Executive Support, support the Vice-Chancellor and ULT in their continual development as a leadership team and in the effective discharge of the duties through sound informed advice.
- Engage in external networks or partnerships to identify current and emerging practice, process and changing compliance matters relevant to the Vice-Chancellor.
- To contribute to the vision, mission and values of the University through adopting a positive and collaborative approach to work at all times.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment. This role will involve travel nationally and internationally.

## Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

### Qualifications

1. Hold a first degree or equivalent experience  
(E) (A)
2. A post graduate qualification or significant professional experience in a relevant field  
(E) (A)
3. Evidence of continuous professional development  
(E) (A) (I)

### Background and Experience

4. Experience of drafting reports, briefing materials and presentations for a range of audiences including Executive Board level.  
(E) (A) (I)
5. Experience of leading projects, both operational and strategic, task groups and initiatives on behalf of Executive level staff.  
(E) (A) (I)
6. Experience of monitoring, assessing and analysing government policy, regionally and nationally, to provide insightful policy advice at Executive Board level.  
(E) (A) (I)
7. Experience of the development and performance monitoring of strategic policy and processes in higher education institutions.  
(E) (A) (I)
8. Experience of working across a range of internal and external stakeholder in ensuring clear cohesion in working towards common strategic objectives and goals.  
(E) (A) (I)
9. Experience of the public affairs and public policy environment at both a national and regional strategy level.  
(E) (A) (I)
10. Experience dealing with highly confidential matters, making necessary interventions in a discrete, professional and sensitive manner.  
(E) (A) (I)
11. Experience of developing and fostering relationships with colleagues at all levels in a large complex organisation.

(E) (A) (I)

12. Significant exposure to supporting the leadership of complex institutional projects and strategic initiatives.  
(D) (A) (I)
13. Experience of acting on behalf of Executive level staff in assessing potential strategic and operational problems.  
(D) (A) (I)
14. Exposure to the development of effective senior leadership teams, including the role of appropriate facilitation in supporting development.  
(D) (A) (I)

### **Knowledge**

15. The strategic, business and operational requirements of Executive level university leaders  
(E) (A) (I)
16. The policy environment and the regional public affairs environment that the University exists in  
(E) (A) (I)
17. A working knowledge of the major strategic objectives and activities of the University, including the potential obstacles to effective implementation.  
(D) (A) (I)
18. Good knowledge of issues relating to UK Higher Education including the policy and funding environment.  
(E) (A) (I)

### **Skills and Competencies**

19. The capacity to provide high-level strategic and policy advice, interpreting national and regional policy to an institutional context.  
(E) (A) (I)
20. Exceptional analytical and communication skills with the ability to critically analyse complex information and act on it appropriately  
(E) (A) (I)
21. A sound understanding of the development, implementation and monitoring of institutional level strategy in a large and complex organisation.  
(E) (A) (I)
22. The ability to confidently and coherently prepare and present insightful and informed reports and presentations to Executive level staff.  
(E) (A) (I)

23. The ability to quickly and accurately assess potential strategic and operational problems, internally and externally, including scenario planning, and provide appropriate advice and solutions to Executive level staff.  
(E) (A) (I)
24. Outstanding relationship building and networking skills, with the ability to foster effective and productive working relationship at all levels of an organisation.  
(E) (A) (I)
25. The ability act discretely, sensitively and prudently in dealing with highly confidential matters on behalf of Executive level staff, including the ability to apply sound personal judgement.  
(E) (A) (I)
26. Working at a strategic level supporting Executive level staff in personal and collective strategies for their effective engagement and communication, with staff, students and a range internal and external stakeholder.  
(E) (A) (I)
27. The ability to maintain a breadth of working knowledge on strategic projects, institutional issues, major initiatives and the ability to make appropriate interventions to ensure a cohesive cross-institutional approach.  
(E) (A) (I)
28. Project leadership and management skills, with a clear ability to work at both a strategic leadership and a intervention/management level  
(E) (A) (I)

**A = Application form, I = Interview, P = Presentation, T = Test**

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grade 7 and above will normally include a competency based interview and presentation and in some instances a work based simulation exercise.

### **Candidate guidance**

\*\*In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address\*\*.