

Management, Specialist and Administrative Grade Profile Level 9 Standard

<p><i>Planning and Organising</i></p>	<p>To assist with/be responsible for the development and implementation of strategies and plans for a major functional area, which has a key role in taking forward the University strategy.</p> <p>Acts as a key contributor to core University strategy and policy.</p>
<p><i>Service Delivery/ Policy Development and Communication</i></p>	<p>Will assist with/be responsible for overall quality provision of the service area through customer feedback and quality processes in place, whilst balancing different and competing demands.</p> <p>Review customer needs now and for the long term future to ensure services across all of the department's activities are shaped to meet them.</p> <p>Will provide lead advice to senior managers regarding the coordination of strategic plans and the specialist requirements of the work area.</p> <p>May be involved in initiating, building or leading external networks, representing and marketing the University in sector groups and external bodies.</p>
<p><i>Analysis and Problem Solving</i></p>	<p>Lead a significant function, reviewing performance and comparing it to best practice in the external market, identifying areas of improvement in structure, practices, policies and technology.</p> <p>Resolve problems where there is a lack of precedent which calls for innovation and creative thought to develop appropriate options.</p> <p>Anticipate problems and initiate solutions which take into account medium/long term planning for the institution and which do not limit future opportunities.</p>
<p><i>Finance/ Resources Management</i></p>	<p>Oversee the financial plans for the area of work and ensure that services operate effectively within budget.</p> <p>Initiate and explore ways if improving efficiency and effectiveness to gain improvements in value for money.</p> <p>Lead and manage staff in a significant functional area, developing them and maximising performance. This may involve several smaller teams.</p> <p>Understand and manage the inter-relationship between different teams and their impact on the overall aims of the institution whilst helping to break down barriers between teams and building beneficial working relationships across the teams.</p>