

Level A

Overview

These director roles lead some of the largest functions within UCL and have a direct impact across the whole institution, affecting the way the University works and directly impacting the ability to staff and departments to achieve objectives. They are strategic in nature and will involve considering and planning for three to five years ahead. The roles are responsible for the development and overseeing the implementation of functional strategy to support the achievement of UCL's strategic objectives. As well as leading and managing a large and complex function comprising a range of specialisms, the role holders will be the most senior advisors within their areas of specialism, and will advise the Senior Management Team on broad and complex issues.

Representative accountabilities

- Develop and oversee the implementation of policy within the appropriate area of specialism, ensuring alignment with the strategic objectives of the institution and the adoption of best practice.
- Scan the environment, especially within the area of specialism, to identify issues and factors which may impact on UCL, and ensure that the institution is in a strong position to deal with or capitalise on these external factors.
- Lead and manage senior staff to ensure that they are utilised and developed effectively, and organised and motivated to perform at their best.
- Provide high quality advice to the leadership of the institution, to ensure that they are fully informed on appropriate issues and in a position to make good decisions.
- Develop and recommend the budget and investment plans for the area of responsibility to ensure optimal use of resources.
- Develop and oversee the management of high level business change programmes to drive continuous improvement, ensuring alignments with strategic objectives.
- Authorise changes to relevant operational systems and procedures to drive improved performance.
- Develop and influence a strong network of external contacts, both inside and outside the sector, to advance the interests of UCL.

Knowledge, skills & experience

- A strong understanding of the higher education sector and the challenges it faces.
- Ability to integrate diverse functions – setting priorities and gaining support and buy in from stakeholders.
- Ability to effectively lead a team of senior staff.
- Budgetary planning and control skills.
- Sound negotiation and conflict resolution skills.
- Change management skills.
- People leadership and management skills.
- Strategic planning experience and the ability to effectively contribute to the overall direction of UCL.
- Strong relationship building skills.

Critical differentiators from the level below

- The roles have a direct impact across the institution, and a significant influence on how work is done across all areas.
- The roles have responsibility for integrating diverse functions, and for managing senior staff with a range of different specialisms.
- Given the scale of the operations managed and their influence across the University, the roles play a significant facilitating role in the achievement of the institution's strategy – directly impacting on the ability of all parts of the institution to deliver their objectives.

Critical differentiators from the level above

- These roles are not part of SMT, and so while they are expected to advise at the highest level, they do not have direct accountability for cross-organisational leadership