

Level D

Overview

Roles at this level are senior management roles, likely to be leading teams of professional or managerial staff. They will either be the lead professional in a particular discipline, or be responsible for managing resources across a number of functionally related disciplines. The demands of the roles are likely to require the job holders to plan around a year ahead in order to allocate resources appropriately and manage inputs into longer term projects. As senior experts in their field, the roles will have to develop policies and procedures and set quality and performance standards for their area of the organisation, ensuring alignment with broader functional strategy.

Representative accountabilities

- Develop and recommend policy or procedural change within their own area of expertise to improve organisational performance.
- Lead and manage a staff team to ensure that staff are effectively utilised and developed, are motivated to perform at their best, and deliver an excellent service to UCL.
- Develop and oversee the implementation of an annual business plan, to ensure that allocated resources are used effectively and aligned with strategic objectives.
- Participate in longer term business planning, co-ordinating with other functions to ensure that objectives are aligned.
- Manage the interface between own area and the remainder of UCL to ensure the effective transmission of key messages and the development and maintenance of strong working relationships.
- Represent own area to senior management to provide sound advice, explain the rationale for change, gain buy-in for change and help ensure that the overall interests of UCL are enhanced and protected.
- Monitor organisational activity to ensure policy, procedural and legislative compliance.
- Performance-manage the area of responsibility, to identify where changes in operations are required, and ensure that these changes are made.
- Network with peers in other organisations to obtain industry professional knowledge or best practice.

Knowledge, skills & experience

- Significant experience in decision-making roles
- Normally hold a professional qualification.
- Ability to effectively integrate a number of related functions.
- Ability and credibility to provide advice to senior management.
- Ability to develop policies and procedures within the area of expertise.
- Ability to develop bespoke solutions to issues faced by the University within the area of expertise.
- Budgetary planning and control skills.
- Sound negotiation and conflict resolution skills.
- Change management skills.
- People leadership and management skills.

Critical differentiators from the level below

- The requirement to integrate some related functions.
- The requirement to plan and organise work for at least a year ahead.
- Acting as the lead professional for a broad area of expertise or specialism.

Critical differentiators from the level above

- Roles at this level will usually have a less direct cross-organisational impact, and will be focused on leading and managing the delivery of a defined service or supporting one particular part of the organisation
- These roles could be lead technical specialists, leading a professional team, or operational managers of large functions
- These roles could be leading or managing support services for a particular school, rather than across the whole institution
- Roles at this level, if advisory in nature, are likely to be providing advice to lead Director level roles