



Departmental Manager (DM) Network Terms of Reference

Purpose

The DM Network is a forum of Departmental Managers who lead and manage the operation of a UCL department within Faculties. The DMs work closely with the Head of Department to implement departmental/faculty/UCL strategy and manage professional services support staff. DMs have responsibility to oversee a number of functional areas within their department, which include HR, finance, education, research, communication, estates, laboratory operations, and legal.

Aims

The Network aims to build a community of DMs to:

- Share best practice, knowledge and experience.
- Provide peer to peer support in a safe and respectful environment, particularly for new DMs.
- Identify training opportunities for the continuous development of DMs both personally and professionally.
- Build collaboration across Faculties.
- Foster communication across Faculties and with UCL Central Services.
- Provide collective feedback and sounding board from a DM perspective for UCL-wide projects and initiatives.

Membership

The Network will include staff who are currently working in DM roles within Faculties at UCL. We expect one DM from each Institute/Division/Department to join the Network. If a DM is unable to attend a Network meeting, they can ask a deputy to join the meeting by forwarding the meeting agenda and invite.

Network Sponsor:

Beth Beasant, Executive Director of Faculty Operations.

The Network is not a decision making group and not part of any governance structure.

Meetings

The agenda and format of meetings will be set by the Network Organising Group. Each meeting to include a mixture of talks and discussions.

Meetings will take place monthly via MS Teams and will not be recorded. Once a term, one of the meetings will take place in person.

DM Network Organising Group

The DM Network Organising Group have at least one representative from each Faculty. Current members are:

- Wing-Chau Tung, Change and Development, Faculty Operations Change Portfolio, and Institute of Ophthalmology, Faculty of Brain Sciences
- Claire Bamford, Change and Development, Faculty Operations Change Portfolio
- Nagat Mederick, Faculty of Laws
- Orla O'Donnell, Biosciences, Faculty of Life Sciences
- Philippa Shallard, Bartlett School of Environment, The Bartlett Faculty of the Built Environment
- Lisa Fernand, Bartlett School of Planning, The Bartlett Faculty of the Built Environment
- Rachel Anderson, SELCS, Faculty of Arts & Humanities
- Hab Salik, Medical Physics and Biomedical Engineering, Faculty of Engineering
- Eleanor Day, History of Art, Faculty of Social Health Sciences
- Ruth Harper, Anthropology, Faculty of Social Health Sciences
- Anouchka Sterling, Division of Psychiatry, Faculty of Brain Sciences
- Ruth Wilkinson, Chemistry, Faculty of Mathematical & Physical Sciences
- Lori Coletti Campbell, Physics and Astronomy, Faculty of Mathematical & Physical Sciences
- Dimitra Stamogiannou, Institute of Global Health, Faculty of Population Health Sciences
- Fran Reubens, Culture, Communication and Media, Institute of Education
- Monika Robak, Learning and Leadership, Institute of Education
- Sam Photiades, Eastman Dental Institute, Faculty of Medical Sciences

The Organising Group will:

- Meet at least once a term via MS Teams.
- Set the agenda and format of Network meetings.
- Provide suggestions and feedback to support the development of the Network and ensure the Network's relevance and visibility to key stakeholders.
- Advocate the Network and its activities.
- Set annual success criteria for the Network and monitor progress throughout the year.