

SHAPE

OUR

SUCCESS

FOREWORD

Thank you for your interest in the following senior posts at the University of Southampton:

- Senior Vice-President (Academic)
- Vice-President (International)
- Vice-President (Operations)
- Chief of Staff and Associate Vice-President (Strategy)

This is an exciting time to join the University of Southampton. We are refreshing our vision for the University by consulting with our community of staff, students, alumni and stakeholders about their view of how we should move forward and define our place in the world. We will fully articulate a compelling vision, and the passion and behaviours that underpin it, as we continue to build on our exceptional achievements and be recognised as one of the world's leading universities.

These roles will be part of a new executive team that will enable us to achieve these bold ambitions and thrive in the changing external environment. They will also each play an important part in championing the re-articulation of our University Strategy.

The core of our current Strategy is as relevant today as it was when it was first launched nearly four years ago. However, much has changed since then, including huge political, geo-political and economic changes in the UK and worldwide. We are currently reviewing our Strategy to ensure that we continue to deliver excellence in all areas in this new global landscape, and these roles will be crucial in delivering strategic ideas and activities.

The need for leading research-intensive universities like Southampton to help tackle some of the world's biggest challenges has never been more important and urgent. Our aim is to change the world for the better, bringing together realms of research, creativity and knowledge to have a truly collaborative, immersive and groundbreaking impact. We care about the challenges that humanity is facing, and work to support others on both a local and global scale.

We are already known as a founding member of both the UK's prestigious Russell Group of leading research-intensive universities and the Worldwide Universities Network (WUN). With campus operations in Malaysia and China, as well as major partnerships in Singapore, we have a global outlook that attracts the most talented staff and students from around the world.

If you believe you have the skills, experience and drive to help shape the future of the University of Southampton, then we look forward to receiving your application.



Togetherwe advance

Engaging partners across the world to make a real impact on society's biggest challenges.

Page 4

Our principles

Activities underpinned by the values determined by the University community.

Page 6

Overview of the roles

Senior Vice-President (Academic)

Vice-President (International)

Vice-President (Operations)

Chief of Staff and Associate Vice-President (Strategy)

Page 8

The roles

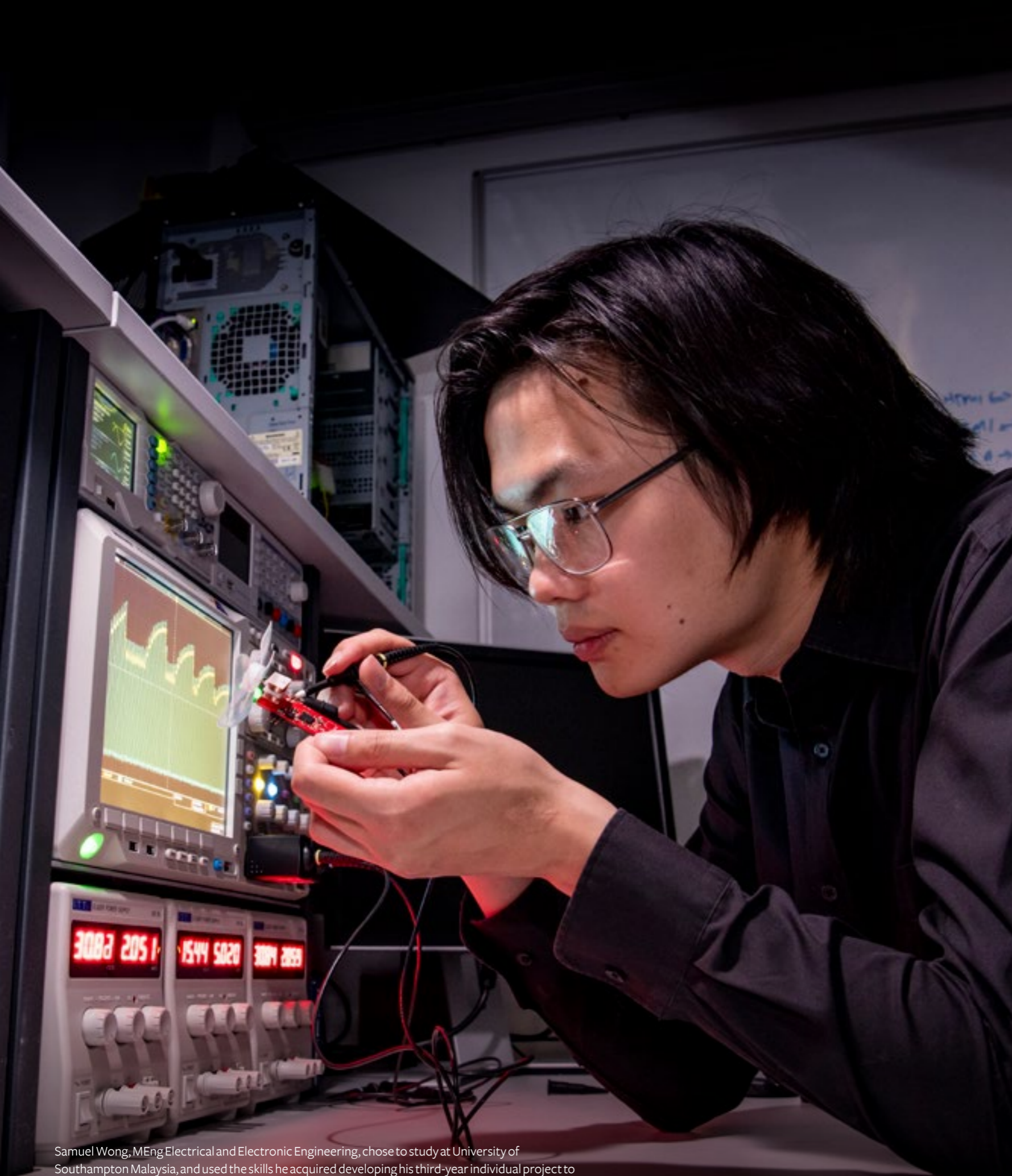
Job descriptions and candidate profiles.

Page 10

Location

The University and region.

Page 20



Samuel Wong, MEng Electrical and Electronic Engineering, chose to study at University of Southampton Malaysia, and used the skills he acquired developing his third-year individual project to successfully apply for a full-time summer internship and part-time work on research projects during term time. Samuel graduated in 2019 and then took up a place at Southampton to pursue his PhD.

TOGETHER WE ADVANCE

Engaging partners across the world to make a real impact on society's biggest challenges.

Our University community is committed to the highest quality in everything we do. We have a global reputation for our passion and ability to work collaboratively in delivering world-class education, research and innovation that makes a real impact on society's biggest challenges.

Collegiality is one of our four core Strategy principles, and is at the heart of everything we do. Collegiality highlights how we all have a role to play in working together to achieve our vision.

Here at the University, we have developed a set of behaviours which set out our expectation of all staff working at the University. These behaviours demonstrate the steps we can all take to becoming simply better. The Southampton behaviours of working together, developing others, delivering quality and driving sustainability are underpinned by personal leadership and will enable us to embed collegiality throughout the University.

Our exceptional students share in the journeys of discovery and become confident thinkers who can realise their full potential. We attract high-quality students from over 130 countries. We educate students through University of Southampton Malaysia and collaborations with prestigious partners globally.

As students become graduates of the University they join our wider, global community of over 245,000 alumni and are able to access a network that can provide further opportunities across the world.

As a forward thinking institution, we will strengthen our reputation, increasing our national and international rankings to secure a position in the top 10 in the UK and strengthen our position in the top 100 internationally. A reputation for delivering excellence and an exemplary student experience will lead to increased demand from the best students, sustained support from research funders and strong support from our alumni.

To help us increase our reputation and ultimately our rankings, we align our activities with our four principles: collegiality, quality, internationalisation and sustainability. Through these principles we build on our successes to deliver internationally excellent research, a high-quality education and student experience, and develop strong, sustainable relationships with key partners. These actions will help us achieve a financially, socially and environmentally sustainable university.

Work with us: together we advance.

 **Find out more**
The University Strategy

COLLEGIALITY



We achieve more together. We are one team working toward, planning for, and delivering a shared vision.

Our annual Vice-Chancellor's Awards recognise and celebrate truly exceptional contributions, which have been made by our staff during the academic year.

SUSTAINABILITY



We are imaginative and resourceful. We ensure our actions lead to financial, social and environmental sustainability.

'Masai Mara', a life-size elephant sculpture crafted from recycled denim and installed at Tate Modern in April 2019, is the work of the fashion designer, Liang Mingyu. Liang collaborated with staff and students from Winchester School of Art as part of their 'Itinerant Objects' programme for Tate Exchange, while engaging with issues of sustainability in fashion production and ecosystems.

QUALITY



We aspire to be the best in all we do, inspiring the confidence and ambition that enables our staff and students to reach their full potential.

Professor David Read, Professorial Fellow in Chemical Education and Head of Education in Chemistry, was awarded a prestigious National Teaching Fellowship in 2017 for his innovative approach to teaching.

Along with his PhD students, he is leading a project to develop the world's first Laboratory Response System, which he names 'Labdog.' This technology will allow students to answer conceptual questions as they carry out their practical work, ensuring that students get more out of their time in their lab than just following a pre-organised process.

INTERNATIONALISATION



We are committed to the highest standards. We deliver across global markets and build strong partnerships with other leading universities.

Outside of the UK, collaborations with prestigious partners such as Xiamen University in China, Singapore Institute of Management and Nanyang Technological University, where we have opened a photonics institute, allow students opportunities to study a wide range of subjects and undertake research in an international environment.

OVERVIEW OF THE ROLES

Our University Strategy was reinvigorated in 2016, following the formation of a new leadership team, giving the University a focused institutional emphasis on a culture of continuous improvement and commitment to quality in everything we do.

We are now approaching another exciting stage in the University's strategic development, ensuring that we continue to maintain our status as a remarkable global institution for education and research, and put students at the very heart of our vision. These posts are key to advancing our position as one of the world's top 100 universities.*

Senior Vice-President (Academic)

This is a new role that will be essential for bringing colleagues and areas together to ensure that our working and planning is efficient and joined up. The Senior Vice-President (Academic) will be the standing deputy to the President and Vice-Chancellor, working to ensure all activity is aligned and efficient, and acting as the key link between the centre of the University and the faculties.

This role will help to establish Southampton as an exceptional place to carry out multidisciplinary and interdisciplinary work, as well as working to ensure that we become a digitally leading institution.

The new Senior Vice-President (Academic) will be involved in all academic planning across the University's faculties, engaging with major academic initiatives and focusing on the planning and performance within faculties and schools. They will also be the academic lead on issues that concern our academic communities, including workload planning and performance.

All these activities, and more, are vital for ensuring our University is not only a place of excellence for research and education, but an institution that understands the importance processes and people have in building our reputation.

Vice-President (International)

As part of a truly global institution, the new Vice-President (International) will carry out all the strategic and critical thinking for international strategies, while acting as the key contact for our international office, and the initial point of contact for all new international activities.

While all Vice-Presidents have a role in the internationalisation of our institution, this position will lead the focus on our international strategy.

The importance of building relationships within this role is essential. The Vice-President (International) will be the strategic academic lead on some of our broader engagement activity, as well as alumni and fundraising work, strengthening our engagement to increase influence regionally, nationally and internationally, and enhancing our reputation with both main stakeholders and harder-to-reach communities.

This role will also develop closer connections with our alumni community, as well as residents. With Southampton being an exciting and growing city, this position is civic and will contribute and lead on a cultural, social, intellectual and economic level.

Vice-President (Operations)

The new Vice-President (Operations) will instil a culture of high performance within our Professional Services teams, ensuring that Southampton is established and renowned as an innovative, entrepreneurial and international university. They will play a key role in delivering the University's vision and academic mission alongside the President and Vice-Chancellor and the senior leadership team.

This position will be responsible for leading, organising, aligning and delivering the core services that are essential for the University's mission and strategic ambitions.

As a transformational leader, they will effectively manage the Professional Services, evaluating, implementing and reviewing appropriate business plans and operating models. This role will also involve contributing to the formulation of strategic and financial planning.

Chief of Staff and Associate Vice-President (Strategy)

This position will play a vital part in making and managing positive strategic changes throughout the University. The Chief of Staff and Associate Vice-President (Strategy) will be the professional lead on a range of major strategic projects, providing institutional direction and leadership to support cross-functional co-ordination and implementation, and driving specific transformational projects of institutionally strategic significance.

The new Chief of Staff and Associate Vice-President (Strategy) will also look beyond the University community. The position will ensure effective partnership engagement with external stakeholders, and will identify and address key issues confronting the University in external and internal policy areas. They will also seek and provide advice and guidance in relation to key areas of national and international policy.

This role is responsible for being the deputy to the Vice-President (Operations), leading on a range of major strategic projects, providing institutional direction and working to secure and manage key relationships with external stakeholders.

The successful candidates for these positions will be ambitious and outward-looking individuals with values that match our own values and principles: collegiality, quality, internationalisation and sustainability. They will have a deep understanding of the global Higher Education sector, as well as a proven ability to lead and manage innovative change throughout an organisation, and the skills to build and maintain successful working relationships. They will be able to think both analytically and creatively, with the ability to handle complexities and empower and support people, as well as cultivating and leading diverse teams.

All four roles will foster a culture in which our entire community recognises that a great student experience comes from excellent communication, and that delivering the highest quality student experience possible is a responsibility shared by every member of staff here at the University of Southampton.

How to apply

For a conversation in confidence or details of how to apply, please contact

Mark Holleran
southampton@talentedu.co.uk
020 3290 2907

The closing date for receipt of applications is midnight (GMT) on **Tuesday 30 June 2020**.

*QS World University Rankings, 2020

ROLE OF SENIOR VICE-PRESIDENT (ACADEMIC)

Job purpose

The Senior Vice-President is responsible for promoting and maintaining the university's academic mission through the achievement of the strategic priorities. Under the direction of the President and Vice-Chancellor, the Senior Vice-President has executive responsibility for the performance of the faculties by having oversight of all academic planning across faculties and ensuring the alignment of resources with the University's strategic goals. This role will also provide institutional leadership of the University's portfolio of multidisciplinary and interdisciplinary activity.

The Senior Vice-President is the primary deputy for the President and Vice-Chancellor.

Key accountabilities/primary responsibilities

- Lead in promoting, supporting and facilitating the academic mission of the university, ensuring that effective arrangements exist within each faculty for the successful prosecution of their plans, within the limits of available resource.
- To oversee, in partnership with the Deans, the development of faculty plans to maximise the efficient use of resources and ensure long term financial and environmental sustainability and efficiency, including promoting an understanding of the full economic costs of the University's academic activities.
- To enable closer engagement on major academic initiatives, providing a natural focus for better understanding the outcomes of the planning process and resulting performance of faculties and their schools.
- Provide leadership to all multidisciplinary and interdisciplinary activity and act as the champion of both, internally and externally.
- Provide academic leadership on people-related issues such as workload planning, performance management, sabbatical leave, promotions etc, chairing or attending relevant committees and panels, as appropriate, including JNCs.
- Oversee the processes for fee-setting, student number targets, student recruitment strategies, the access and participation plan and overall responsibility for the Office for Students Access Agreement, working with the Executive Director of Student Experience and the Vice-President (Education).
- Develop a portfolio of cross-University activity as directed by the President and Vice-Chancellor including providing academic leadership across the institution and partnering the Executive Director of iSolutions on the development of a digital strategy.
- Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships

Internal

- President and Vice-Chancellor, Vice-Presidents and Deans.

External

- Develop and sustain meaningful relationships with relevant international and national stakeholders, policy-makers, funding bodies, donors, alumni and other strategic partners.

CANDIDATE PROFILE

Qualifications, knowledge and experience

Essential

- Higher degree, PhD or professional doctorate.
- Successful leadership of a large-scale, internationally-recognised and knowledge-led organisation or a major component of such an organisation.
- Track record of providing strategic direction and maximising performance in a large, complex organisation.
- Experience of forging and negotiating strategic partnerships, alliances and relationships.
- Sophisticated understanding of current and emerging global and national trends in higher education.
- Financial and commercial acumen.

Desirable

- Strong academic credibility and a respected scholar in their own right.

Planning and organising

Essential

- Translates strategic vision into reality, designing frameworks to turn plans into actions.
- Defines goals and priorities, delegating appropriately and holding people to account.
- Thinks and operates at a strategic level to maximise opportunities, articulating and pursuing a long-term vision while meeting daily demands.
- Champions organisational strategic objectives, brokering high-level negotiations involving multicultural participants and stakeholders.
- Record of achieving performance targets and leading others to meet their performance targets.
- Acts as an ambassador, promoting and positioning the organisation on a global stage.
- Proven ability to monitor and evaluate progress and return on investment.

Problem solving and initiative

Essential

- Thinks analytically and creatively to solve complex strategic and organisational problems and maximise opportunities.
- Identifies risks and options, developing strategies to manage and mitigate them.
- Analyses complex data/information easily to inform decisions and make judgements.
- Responds to change positively, demonstrating agility and flexibility particularly when problem solving.
- Confidence and courage to take on challenges; own and implement difficult decisions and be accountable for actions.

Management and teamwork

Essential

- Inspires diverse teams, empowering and supporting people, managing through influence as well as through executive authority.
- Actively encourages multidisciplinary and cross-functional working to achieve shared objectives.
- Highly collaborative approach with commitment to delivering University goals.
- Inspires a culture that shares credit for success and failure, rewards initiative, encourages risk-taking and cultivates a climate of shared decision-making.
- Organisationally sensitive with a genuine interest in people and relationships at all levels.
- Personal commitment to excellence, widening participation, diversity and inclusion.

Communicating and influencing

Essential

- Articulates ideas and messages with clarity and consistency in a variety of ways to diverse audiences.
- Builds strong relationships and support for initiatives, working collaboratively to align activity and resources to deliver strategic objectives.
- Cultivates strong networks and builds links with the wider community, business, industry and other stakeholders and donors.
- Achieves results through persuasion and negotiation where no direct authority exists.

Other skills and behaviours

Essential

- High level of emotional intelligence with excellent judgement.
- Adaptable and clear minded, accepting of different views whilst achieving results.
- Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.

Special requirements

- Ability to handle complexity, respond to uncertain circumstances and initiate and implement strategic change.

ROLE OF VICE-PRESIDENT (INTERNATIONAL)

Job purpose

The Vice-President (International) is responsible for developing, coordinating and driving the University Strategy and reputation internationally and at home. Deputising or acting for the President and Vice-Chancellor overseas as appropriate, this role will chair international committees, providing leadership to developing engagement regionally, nationally and internationally with all forms of stakeholders/partners who could benefit the University.

Key accountabilities/primary responsibilities

- Develop, coordinate and drive the international aspects of the University's Strategy together with chairing the international committee.
- Identify, nurture and advance key strategic partnerships with major stakeholder groups to include international universities, government, industry, alumni, donors and other organisations that would have a positive impact on the University reputation and opportunity.
- Increase the University's profile and influence nationally and internationally, developing long-term sustainable networks and collaborations.
- Contribute to the engagement with governments, businesses, and the media to increase the University's influence and reputation.

- Provide leadership in developing, influencing and advocating University and government policy in relation to international students and collaborations.
- Formulate and oversee the delivery of strategies that support the University's reputation by providing strong links to key stakeholders and harder to reach communities.
- Work with the Vice-President (Education) and International Office, to grow and diversify our global engagement and promote and enhance our credentials as a welcoming environment for international students.
- Work across the University to support and promote initiatives to integrate international students into the broader student population.
- Oversee the development of mutually beneficial, lifelong relationships with our alumni.
- Lead on the renewal and growth of our local community to create value for the University including civic leadership, contributing and leading culturally, socially, intellectually and economically.
- Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships

Internal

- President and Vice-Chancellor, Vice-President and Dean.

External

- Key strategic partners internationally, including leading international universities, governments, key industrial partners, alumni, donors and other organisations that would have positive impact on the University's reputation internationally.

CANDIDATE PROFILE

Qualifications, knowledge and experience

Essential

- Higher degree, PhD or professional doctorate.
- Record of providing strategic direction and maximising performance in a large, complex organisation.
- Experience of forging and negotiating strategic partnerships, alliances and relationships.
- Record of representing and championing an organisation, or a significant part of one, raising its profile and increasing its impact and influence.
- Demonstrate a highly developed understanding of international relations, geopolitical, economic and legal issues and trends.
- Ability to monitor and evaluate progress and return on investment.

Desirable

- Ability to speak two or more languages would be advantageous.

Planning and organising

Essential

- Translates strategic vision into reality, designing frameworks to turn plans into actions.
- Defines goals and priorities, delegating appropriately and holding people to account.
- Thinks and operates at a strategic level to maximise opportunities, articulating and pursuing a long-term vision while meeting daily demands.
- Champions organisational strategic objectives, brokering high-level negotiations involving multicultural participants and stakeholders.
- Record of achieving performance targets and leading others to meet their performance targets.
- Acts as an ambassador, promoting and positioning the organisation on a global stage.

Problem solving and initiative

Essential

- Thinks analytically and creatively, scanning the international and home horizon to solve complex strategic and organisational problems.
- Identifies risks and options, developing strategies to manage and mitigate them.
- Analyses complex data/information easily to inform decisions and make judgements.
- Responds to change positively, demonstrating agility and flexibility particularly when problem solving.
- Confidence and courage to take on challenges; own and implement difficult decisions and be accountable for actions.

Management and teamwork

Essential

- Inspires diverse teams, empowering and supporting people, managing through influence as well as through executive authority.
- Actively encourages multidisciplinary and cross-functional working to achieve shared objectives.
- Highly collaborative approach with commitment to delivering university goals.
- Inspires a culture that shares credit for success and failure, rewards initiative, encourages risk-taking and cultivates a climate of shared decision-making.
- Organisationally sensitive with a genuine interest in people and relationships at all levels.
- Personal commitment to excellence, widening participation, diversity and inclusion.

Communicating and influencing

Essential

- Articulates ideas and messages with clarity and consistency in a variety of ways to diverse audiences.
- Builds strong relationships and support for initiatives, working collaboratively to align activity and resources to deliver strategic objectives.
- Cultivates strong networks and builds links with the wider community, business, industry and other stakeholders and donors.
- Achieves results through persuasion and negotiation where no direct authority exists.

Other skills and behaviours

Essential

- Intellectual capacity, stamina and agility to deal with a broad span of duties, to gain the respect of a wide range of people and to balance internal and external demands.
- Personal presence to project and inspire confidence.
- Self-starter with an aptitude to drive the agenda forward.
- Diplomacy, tact and discretion.
- Resilience and energy to cope with the demands of high levels of international travel and engagement.
- High level of emotional intelligence with excellent judgement.
- International mind set and cultural understanding.
- Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.
- Alignment with the University's values of excellence, creativity, integrity and community.

Special requirements

- This role will involve substantial international travel and engagement with stakeholders and partners.

ROLE OF VICE-PRESIDENT (OPERATIONS)

Job purpose

Reporting to and accountable to the President and Vice-Chancellor, the Vice-President (Operations) (VP Ops) is responsible for the effective leadership, organisation, alignment and delivery of the core enabling services that underpin the realisation of the University's mission and strategic ambitions. The VP Ops will provide cross-University transformational leadership to ensure that Southampton is positioned distinctively as an innovative, entrepreneurial and international university.

The VP Ops will:

Provide leadership and executive management to Professional Services at the University, working effectively as a key member of the University's senior leadership team.

Contribute to the formulation of strategic and financial planning and the governance required to meet the University's objectives.

Ensure the efficient and effective management and delivery of the University's support services (excluding Finance) empowering, developing and supporting directors of service to maximise levels of engagement and performance.

Provide timely, high quality and relevant information against defined strategic priorities and valid projections that guide performance targets.

Key accountabilities/primary responsibilities

- Work with the President and Vice-Chancellor and the senior leadership team to deliver the University's vision and academic mission through the achievement of strategic goals. Contribute to the effectiveness of the senior leadership team, acting as role model for the University's core values and principles.
- Ensure the provision of a high quality, customer-focused and innovative support service that enables the academic mission and responds to changing demands and priorities.

- Identify and prioritise resource allocation within and across the University through the annual business planning process, maximising the efficient use of resources and ensuring long term financial and environmental sustainability and efficiency.
- Successfully evaluate, implement and review appropriate business plans and operating models.
- Inculcate a high performance culture which is responsive to change, develops leadership, fosters engagement and attracts and retains high performing staff.
- Ensure the University develops and successfully implements policies and procedures to satisfy legislation, statutory obligations and recognised codes of practice. Ensure the University is compliant with its Statutes, Ordinances and Regulations without undue bureaucracy. Protect the reputation of the University by embedding and monitoring risk management into decision making.
- Act as Secretary to Council of the University ensuring that the University meets its statutory responsibilities, the principles of good governance are observed and the correct procedures for the conduct of business are followed.
- Chair committees and groups as appropriate and deputise for the President and Vice-Chancellor as required.
- Represent and promote the University externally, nationally and internationally, at a senior level with other academic institutions, public bodies and other organisations.
- Foster and promote the special character of Southampton as an innovative, entrepreneurial and international University, building on its reputation for dual excellence in multi-disciplinary research and high-quality education.
- Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships

Internal

- President and Vice-Chancellor, Senior Vice-President, Vice-Presidents, Deans, Associate Deans, Heads of School, Executive Directors and Directors of Professional Services, Director and Associate Directors of Faculty Operations.

External

- Key stakeholders in external organisations, including Universities UK, the Universities and Colleges Employers' Association, Southampton University Students' Union, Southampton City Council, Hampshire County Council, students, parents and senior alumni.

CANDIDATE PROFILE

Qualifications, knowledge and experience

Essential

- Successful record of leading complex multi-faceted operations and professional services in a large-scale, internationally-recognised and knowledge-led organisation or a major component of such an organisation.
- Ability to handle complexity, respond to uncertain circumstances and initiate and implement strategic change.
- Understanding of and/or empathy for higher education and its current and emerging global trends.
- Ability to apply strong commercial skills and financial acumen in a non-commercial environment.

Planning and organising

Essential

- Translates strategic vision into reality, designing frameworks to turn plans into actions.
- Defines goals and priorities, developing operation plans, delegating appropriately and holding people to account.
- Thinks and operates at a strategic level to maximise opportunities, articulating and pursuing a long-term vision whilst meeting daily demands.

Problem solving and initiative

Essential

- Thinks analytically and creatively to solve complex strategic and organisational problems.
- Identifies risks and options, developing strategies to manage and mitigate them.
- Analyses complex data/information easily to inform decisions and make judgements.
- Responds to change positively, demonstrating agility and flexibility, particularly when problem solving.

Management and teamwork

Essential

- Leads and develops diverse teams, empowering and supporting people, creating effective organisational structures and managing through influence as well as through executive authority.
- Establishes and sustains both a customer service and a high performance management culture.
- Actively encourages multi-disciplinary and cross-functional working to achieve shared objectives.
- Inspires a culture that shares credit for success and failure, rewards initiative, encourages risk-taking and cultivates a climate of shared decision-making.
- Organisationally sensitive with a genuine interest in people at all levels.

Communicating and influencing

Essential

- Articulates ideas and messages with clarity and consistency in a variety of ways to diverse audiences.
- Builds strong relationships and support for initiatives, aligning activity and resources to deliver strategic objectives.
- Understand the need for clear communications of the role of support services, co-ordinated and led by the centre, to be delivered in a consistent way in a local context.

Other skills and behaviours

Essential

- Intellectual capacity, stamina and agility to deal with a broad span of duties, to gain the respect of a wide range of people and to balance internal and external demands.
- Personal presence and able to project and inspire confidence at all levels, fostering a community in which students, staff, alumni and partners feel motivated to participate.
- High level of emotional intelligence with excellent judgement and a developmental coaching style.
- Resilient, adaptable and clear minded, accepting of differing views whilst achieving results.
- Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.
- Alignment with the University's values of excellence, creativity, integrity and community.

Special requirements

- Able to attend national and international conferences as required.

ROLE OF CHIEF OF STAFF AND ASSOCIATE VICE-PRESIDENT (STRATEGY)

Job purpose

To be the professional lead on a range of major strategic projects which require execution through the Office of the President and Vice-Chancellor, providing institutional direction and leadership to support cross-functional co-ordination and implementation, and ensuring effective partnership engagement with external stakeholders.

As Chief of Staff for the Office of the President and Vice-Chancellor, provide high level advice, support and guidance to the President and Vice-Chancellor and the senior leadership team in the identification and delivery of University priorities, identifying key issues confronting the University in external and internal policy areas and initiating and developing analysis, recommendations and actions to address them.

As a member of the Professional Services Leadership team, contribute to the wider development of the University's professional services and academic support arrangements and deputise for the Vice-President (Operations) on specific matters and strategic projects.

Key accountabilities/primary responsibilities

- As professional institutional lead, be the project director on specific transformational projects of institutionally strategic significance, as identified by the President and Vice-Chancellor. This includes, but is not limited to:
 - > Leading initial research and analysis to assess project feasibility and likely timescales and costs, including commissioning external advice, research and due diligence, as required.
 - > Developing ideas, hypotheses and project concepts into fully-formed proposals such that they can inform senior leadership decision-making and business planning.
 - > Agreeing project objectives, deliverables and milestone dates aligned with University strategic objectives.
 - > Leading and directing project boards, establishing and agreeing necessary resources and directing effective implementation through co-ordination

and allocation of responsibilities to senior staff, including Deans, Heads of Schools, Executive Directors and Directors, applying appropriate project and change management approaches and techniques.

- > Co-ordinating the portfolio of strategic projects through the Change Portfolio Office.
- > Ensuring governance is in place to ensure compliance with regulatory and statutory requirements.
- > Ensuring effective working relationships and communication with internal and external stakeholders, including keeping the President and Vice-Chancellor, senior leadership team, Council and other governance groups apprised of progress and key issues arising.
- As Chief of Staff in the Office of the President and Vice-Chancellor, provide advice, support and guidance to the President and Vice-Chancellor and the senior leadership team on a diverse range of issues relating to their objectives and priorities. This includes, but is not limited to:
 - > Seeking and providing advice and guidance in relation to key areas of national and international policy.
 - > Seeking and providing advice and guidance in relation to University policy, process and practice.
 - > Providing high-level professional support to the Office of the President and Vice-Chancellor, including in the preparation of sensitive and/or complex correspondence and reports in liaison with senior external and internal stakeholders.
 - > Handling specific requests, correspondence, responses and issues as directed by the President and Vice-Chancellor, exercising judgement and initiative to seek resolution.
 - > Supporting and developing mechanisms for effective liaison and co-ordination between members of the senior leadership team to help facilitate the progress of initiatives and objectives.
 - > Working with the Communications and Marketing team in the preparation and

co-ordination of correspondence and statements by the President and Vice-Chancellor and other members of the senior leadership team, with a particular focus on the consistency and strategic alignment of messaging.

- > Representing the University locally, nationally and internationally, as required.
- > Representing members of the senior leadership team in internal and external meetings, as required.

- To contribute to the wider development of the University's professional services as a member of the Professional Services Leadership team, deputising for the Vice-President (Professional Services) on specific matters and strategic projects, as appropriate.
- Line management responsibility for the Head of Strategy, Head of the Programme and Project Management Office and administrative staff in the Office of the President and Vice-Chancellor.
- Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships

Internal

- President and Vice-Chancellor, Senior Vice-President, Vice-Presidents, Deans, Associate Deans, Heads of School, Executive Directors and Directors of Professional Services, Director and Associate Directors of Faculty Operations.

External

- Key stakeholders in external organisations, including the Office for Students, UK Research and Innovation, the Department for Education, the Department for Business, Energy and Industrial Strategy, Universities UK, Southampton University Students' Union, Southampton City Council, Hampshire County Council, students, parents and senior alumni.

CANDIDATE PROFILE

Qualifications, knowledge and experience

Essential

- Skill level equivalent to achievement of a professional qualification or postgraduate degree.
- Proven leadership experience in a range of demanding and influential roles.

Planning and organising

Essential

- Proven ability to champion and oversee key contributions to University Strategy.

Problem solving and initiative

Essential

- Proven ability to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the University.
- Proven ability to make judgements on significant new problems where precedent may not apply.
- Proven ability to develop innovative solutions and practical implementations for strategic change.

Management and teamwork

Essential

- Proven ability to recognise and deal with obstacles and difficulties so that teams can deliver.
- Proven ability to demonstrate leadership and to raise performance standards throughout own work areas.

Communicating and influencing

Essential

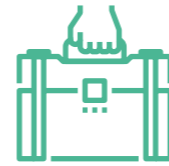
- Proven ability to lead and manage change through an organisation.
- Proven ability to establish and build major relationships with stakeholders.
- Proven ability to act as the main figurehead for key activities, developing important national and international contacts.
- Able to contribute to the development of the University's profile in the UK and internationally.
- Proven ability to use influence to develop positions or strategies.
- Able to demonstrate alignment with the University's core values in all areas of work.



Wang Haoning (Veela Wang), BA (Hons) Fashion Design, 2018.

Veela, a graduate of our joint collaboration at Dalian Polytechnic University, was selected for China Graduate Fashion week to show her creative collection, Libération. The collection was received so successfully that it was published in *Fashion China* magazine and various online magazines. Veela has since held positions with PEACEBIRD and American fashion brand Ed Hardy as well as writing for *VOGUE China*.

Southampton
is a global top
100
University¹



Received
£122m
in research grant and
contracts income
in 2018/19²



Over
60%
of our publications are
internationally co-authored



Engaged in
research with over
500
overseas partners



We attract high-
quality students
from over 130
countries



A founding member of
the Russell Group of 24
major research-intensive
universities in the UK



Engineering and Physical
Sciences Research Council
(EPSRC) grant portfolio
totaling over £199m⁴



Founding member of
the World Universities
Network

We have
over
21,000
students⁵



Our contracts
with industry
are worth about
£55m
annually



**Top
20**
in the UK⁷

Our 245,000 alumni
community spans
over
190
countries



We employ over 6,500 staff

Southampton is
ranked 8th in the
UK for research
intensity⁶



Our income
exceeded
£584m in
the 2018/19
financial year²



16

spin out companies
since 2000³



Our partnership
with Lloyd's Register
represents the largest
university-business
collaboration of
its kind in the UK



At any one time we are
working with over
1,500
external organisations
around the globe



Silver award
Teaching Excellence
Framework⁸

¹ QS World University Rankings, 2020

² University of Southampton Financial Report, 2018/19

³ Higher Education – Business and Community Interaction Survey (HE-BCI), 2016/17

⁴ EPSRC Grants on the Web, June 2019

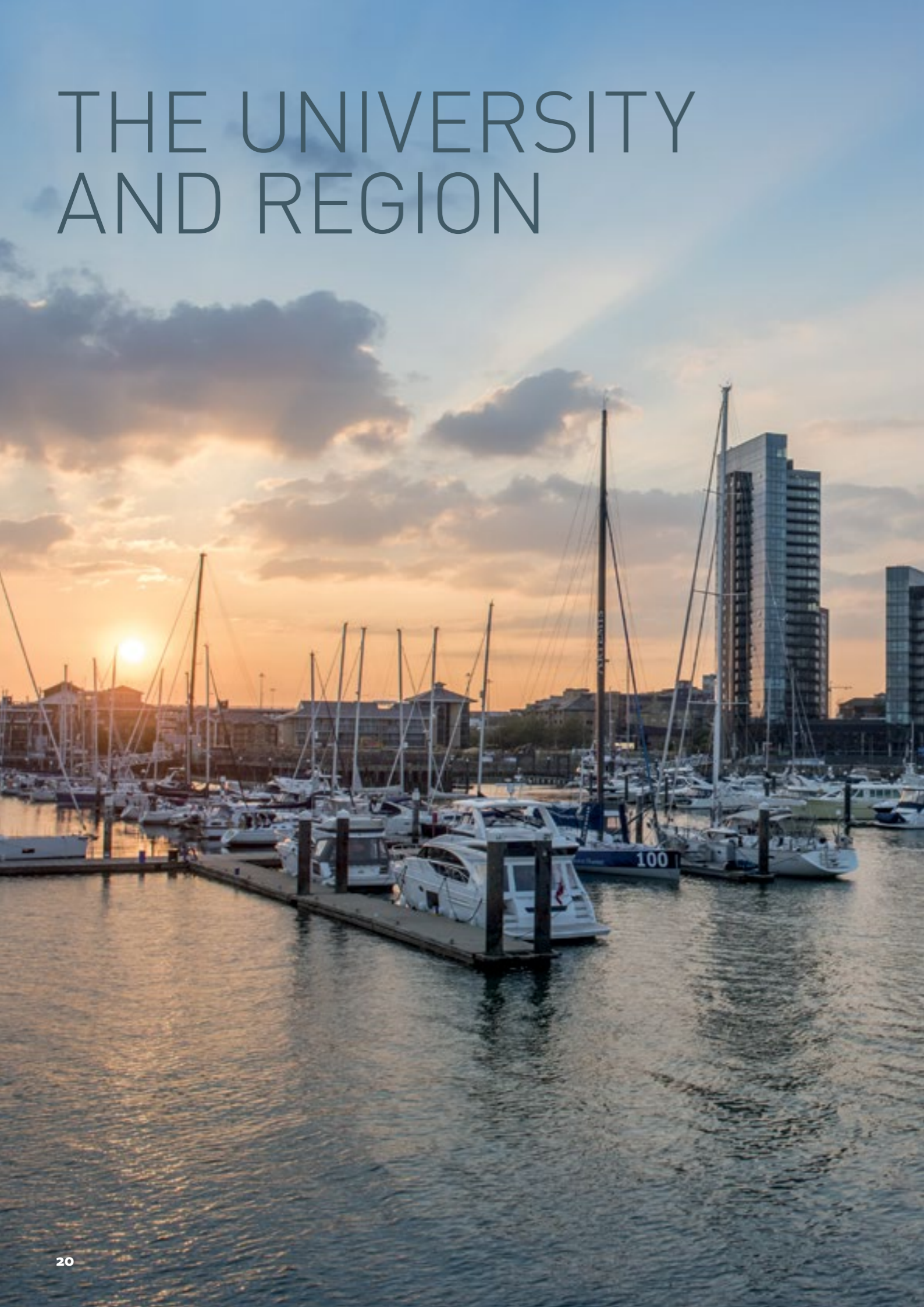
⁵ University of Southampton Student and Academic Administration database, December 2019

⁶ Times Higher Education Research Excellence Framework, 2014

⁷ The Complete University Guide 2020, The Sunday Times Good University Guide, 2020

⁸ Teaching Excellence and Student Outcomes Framework (TEF), awarded June 2018, valid for three years until June 2021

THE UNIVERSITY AND REGION



The University campuses

The University has five lively and diverse campuses in Southampton, one in Winchester and an engineering campus in Malaysia.

Our main Highfield Campus is home to state-of-the-art teaching and research facilities, as well as two of the UK's leading arts venues, Nuffield Southampton Theatres (NST) and Turner Sims Southampton – one of the UK's leading music venues. It also houses our sports complex, the Hartley Library, the Students' Union and Staff Social Centre.

Close to Highfield, the Avenue Campus houses most of the humanities disciplines and the Centre for Language Study. It also has a purpose-built archaeology building with state-of-the-art facilities for teaching and research.

A few minutes' walk from Highfield, is the Boldrewood Innovation Campus. The University's collaboration with Lloyd's Register represents one of the largest business partnerships with any single university in the world. Our new £170m campus is the result of this partnership and is home to the Southampton Marine and Maritime Institute.

Three miles west of Highfield, Southampton General Hospital is the base for the University's Faculty of Medicine. The campus offers modern laboratories, computer suites, refurbished lecture theatres and a specialist Health Services library. It is also home to our purpose-built Centre for Cancer Immunology which opened in 2018 following a successful £25m fundraising campaign.

Situated on the city's waterfront, the National Oceanography Centre Southampton (NOCS) is one of the world's leading research centres for the study of ocean and Earth science.

Our main Highfield Campus is home to state-of-the-art teaching and research facilities, as well as two of the UK's leading arts venues, Nuffield Southampton Theatres and Turner Sims Southampton.

Close to Winchester city centre, 12 miles north of Southampton, our internationally renowned Winchester School of Art provides studios and workshops, an extensive specialist library and a well-stocked art supplies shop. The Winchester Gallery is based on campus.

Set just outside Southampton, our Science Park is a hub of innovation, hosting a range of exceptional facilities and home to science and technology businesses from start-ups to multinationals.

Southampton

Southampton is a thriving modern city, steeped in history and culture, while less than an hour away the New Forest National Park offers vast open heathland and beautiful forest. In 2016, it was rated by *The Guardian* as one of the top 10 happiest cities to work in the UK.

A lively city

The city offers a vibrant mix of recreation, culture and entertainment – from restaurants, cafés, bars and nightclubs to cinemas, sports facilities and internationally acclaimed arts venues. Close to the city centre, the University forms an integral part of this dynamic, multicultural city.

A growing city

The city is benefiting from substantial, ongoing investment with £1.6bn committed and a further £1.4bn planned in the next 10 years. The University's John Hansard Gallery has relocated to Studio 144, the new art complex at the heart of the city's new Cultural Quarter. There has been £85m of investment in Watermark at West Quay and there is a £400m redevelopment plan for the Royal Pier Waterfront which sees over 400 cruise ship visits a year. The University is worth over £1bn-a-year to the regional economy and is a key part in ensuring Southampton's thriving future.

A coastal location

Southampton has one of the biggest commercial ports in Europe, and the city is known across the world as the home of the prestigious cruise liners, *Queen Elizabeth*, *Queen Mary 2* and *Queen Victoria*. With a coastal location, there is a vast range of opportunities for sport and leisure, with a major focus on water sports, sailing and ocean racing.

A gateway to the world

Just over an hour from central London, Southampton has excellent transport links with the rest of the UK and internationally, by road, rail, sea and air. Our award-winning unilink bus service connects all Southampton campuses and halls of residence, the city centre, the airport and railway stations.

Winchester

The historic city of Winchester has a rich cultural heritage, complemented by a lively atmosphere and a wide variety of pubs and restaurants, museums, theatres and galleries.

See for yourself what the University and surrounding area has to offer:

 [View our virtual tours](#)

 [Watch our video](#)



Find out more

Contact Mark Holleran
southampton@talentedu.co.uk
020 3290 2907