

# Job Description

London Met Dept:	Research & Graduate School		
London Met Sect:	Metropolitan Works		
London Met Unit:			
Job Title:	Centre Manager		
Post Reference No:	21238	Effective Revised:	19 <sup>th</sup> November 2009
Grade:	PSG9		
Report To:	Head of Enterprise Projects		
Responsible For:	Metropolitan Works	Direct Reports: 6	Technical Manager, Sector Development manager, Communications and Marketing Officer, Events and Training Officer, Marketing manager Design Nation, Finance Administrator

## Job Purpose:

1. In conjunction with the Head of Enterprise Projects, ensure forward-thinking strategies and systems are in place and delivered to ensure the future development and continued success of Metropolitan Works as London's foremost Creative Industries Centre.
2. Have overall responsibility for the management of Metropolitan Works, its commercial services, and funded programmes, and associated resources, and for providing leadership in the areas of business development, services, facilities, and student and research activities as these relate to Metropolitan Works.
3. Be responsible for the management of the Metropolitan Works budgets and its overall financial health.

## Key Areas:

In conjunction with the Head of Enterprise Projects be responsible for the strategic development of Metropolitan Works' products and services.

Be responsible for the delivery of these products and services to a high quality, achieving consistent customer satisfaction.

Be responsible for the management and efficient deployment of Metropolitan Works' resources, including staffing, financial, intellectual and physical property.

Be responsible for the management and delivery of the centre's funded programmes, ensuring compliance with funders requirements.

## Main Duties and Responsibilities:

1. Metropolitan Works

Manage staff and maintain systems that provide for the effective operation of Metropolitan Works as a commercially-facing enterprise, which is compatible with the University's systems.

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**Working with the Head of Enterprise Projects, assist in the consideration and development of new services,**

**Manage the development and implementation of existing and new systems to provide high quality delivery of services.**

Line manage the Centre's team, providing direction, support and guidance, and dealing with staffing issues as they arise including staff development.

Provide appropriate professional advice to the Head of Enterprise Projects.

Exercise line management responsibility for Metropolitan Works, including controlling budgets, and overseeing the preparation and monitoring of the same.

Ensure policies, operating practices and standards contribute to the overall business strategy and help to maintain and develop Metropolitan Works as a financially sustainable operation.

Ensure all of Metropolitan Works' activities are conducted in accordance with the University's Health & Safety Policy, and that appropriate risk assessments are conducted.

Manage the development of Metropolitan Works' business to ensure its continued success and profitability through obtaining appropriate grant income and trading income, creative promotion of its products and services, and identifying and developing new areas of business.

## **2. Funded business development programmes**

Work with the Head of Enterprise Projects to identify and secure funding for business development programmes.

Oversee the establishment of such projects and ensure the funders' and business objectives are met throughout the life of the project.

Work with project partners and funding agencies to achieve the above.

Exercise line management responsibility for such projects, including preparation and control of budgets and monitoring exercises.

## **3. Academic teaching and research**

Identify opportunities for the Centre to support the University's research objectives. Identify funding for the same.

Ensure the Centre works in partnership with academic and non-academic staff to achieve the University's teaching and research objectives.

Offer appropriate support to departmental academic staff and courses.

Work with other University staff to establish Departmental Knowledge Transfer Partnerships.

## **Miscellaneous:**

1. Undertake other duties of a reasonable nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

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2. Carry out all duties in accordance with the University's Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
3. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the University's Health and Safety Policy, Codes of Practice and local rules.
4. Co-operate with the line manager, or any other person with specific responsibility for health and safety, to enable the University's responsibilities under the Health and Safety at Work Act to be performed.

## **Review Clause:**

This is a description of the job as it is presently constituted. It is the University's practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

## **Special Features:**

**DoubleClickToTypeSpecialFeatures**

# Person Specification



<b>Centre Manager – Metropolitan Works</b>		<b>Post Ref No:</b>	
<b>London Met Dept :</b>	<b>Research &amp; Graduate School</b>		
<b>London Met Sect :</b>			
<b>London Met Unit :</b>			
<b>Attributes</b>	<b>Relevant Criteria</b>	<b>How Identified</b>	<b>Rank</b>
<b>1. Relevant Experience</b>	<b>At least five years experience in business management .</b>	<b>AF/I</b>	<b>E</b>
	<b>Experience working in the design and manufacturing industries..</b>	<b>AF/I</b>	<b>E</b>
	<b>At least five years experience in delivering products or services within a commercial environment.</b>	<b>AF/I</b>	<b>E</b>
	<b>Experience in planning and implementing change.</b>	<b>AF/I</b>	<b>E</b>
	<b>Experience in managing a staff team in both administrative and technical based posts.</b>	<b>AF/I</b>	<b>E</b>
	<b>Experience in planning and managing complex logistic and events situations.</b>	<b>AF/I</b>	<b>E</b>
	<b>Experience in overseeing complex procurement procedures.</b>	<b>AF/I</b>	<b>E</b>
<b>2. Education and Training</b>	<b>Experience in working with and directing external project managers to realise complex new building capital projects.</b>	<b>AF/I</b>	<b>E</b>
	<b>Post Graduate qualification or professional experience in management in a manufacturing or technical environment</b>	<b>AF</b>	<b>D</b>
<b>3. General &amp; Special Knowledge</b>	<b>Knowledge of project funding and management including purchasing and tendering procedures.</b>	<b>AF/ AF/I</b>	<b>D</b>
	<b>Knowledge of revenue structures within a trading environment</b>	<b>AF/I</b>	<b>E</b>
	<b>Extensive knowledge of the processes of design and manufacture.</b>	<b>AF/I</b>	<b>D</b>
		<b>AF/I</b>	<b>D</b>
		<b>AF/I</b>	<b>D</b>

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	<p>Understanding of a wide range of new technologies and their applications to industry.</p> <p>Understanding of the higher educational environment</p>		D
<b>4. Skills &amp; Abilities</b>	<p>Ability to understand and manage large and complex budgets</p> <p>Ability to manage and motivate a multidisciplinary team of staff.</p> <p>Ability to lead and co-ordinate professionals from diverse backgrounds on a range of projects.</p> <p>Analytical skills to manage and analyse diverse and complex information.</p> <p>Proven skills in strategic planning and implementation.</p> <p>Ability to devise and coordinate innovative and cost effective productivity strategies across a diverse products and services offer.</p> <p>Competence in the use of e-mail and IT packages, including Word, Excel, Powerpoint and MS Project.</p> <p>Excellent oral and written communication and interpersonal skills, with the ability to negotiate and influence in a variety of contexts.</p> <p>Ability to work under pressure and meet competing and changing deadlines.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>5. Special Requirements</b>	<p>This post requires regular attendance at evening events and occasional weekend working.</p>	AF/I	E

In order to be shortlisted you **must** demonstrate that you meet **all** the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a short list.

**Date Revised: 19 November 2009**

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