

MANCHESTER  
1824

The University of Manchester

# Brief for the position of Director of IT Services

The University of Manchester

JANUARY 2022





As an equal opportunities employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.



Thank you for your interest in this role at The University of Manchester. The University has a rich heritage of discovery, social change and a pioneering spirit, which has been at the heart of what we do since 1824. When you join our university, you become part of a truly diverse and global community of staff, students and alumni all focused on ensuring that we are recognised for the excellence of our people, research, learning and innovation, and for the benefits we bring to society.

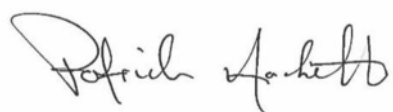
IT is central to enabling everything we do at the University and is of fundamental importance to our future. As a member of the Professional Services Leadership Team (PSLT) and reporting to me, your remit as Director of IT Services will be to ensure that the University has the appropriate capability, infrastructure and services for both operations and change projects.

The University is a world-leading institution, with a very wide range of IT much of which is changing at pace. We have an ambitious programme of change which depends on IT; you will be a driving force within this agenda. Specifically, you will lead the IT Services Directorate; work in partnership with academic and Professional Services colleagues to take forward our change and transformation agendas; and critically, be part of leading new initiatives within the University.

We are looking for a professional who is values-led; who blends authentic, emotionally intelligent leadership with technical expertise; and has proven ability to deliver strategic transformation, all gained in a large and complex organisational context. In such a multi-layered, multi-faceted and multi-stakeholder setting, your professional judgement, insight and ability to influence strategic direction will be key to your success.

I look forward to meeting you.

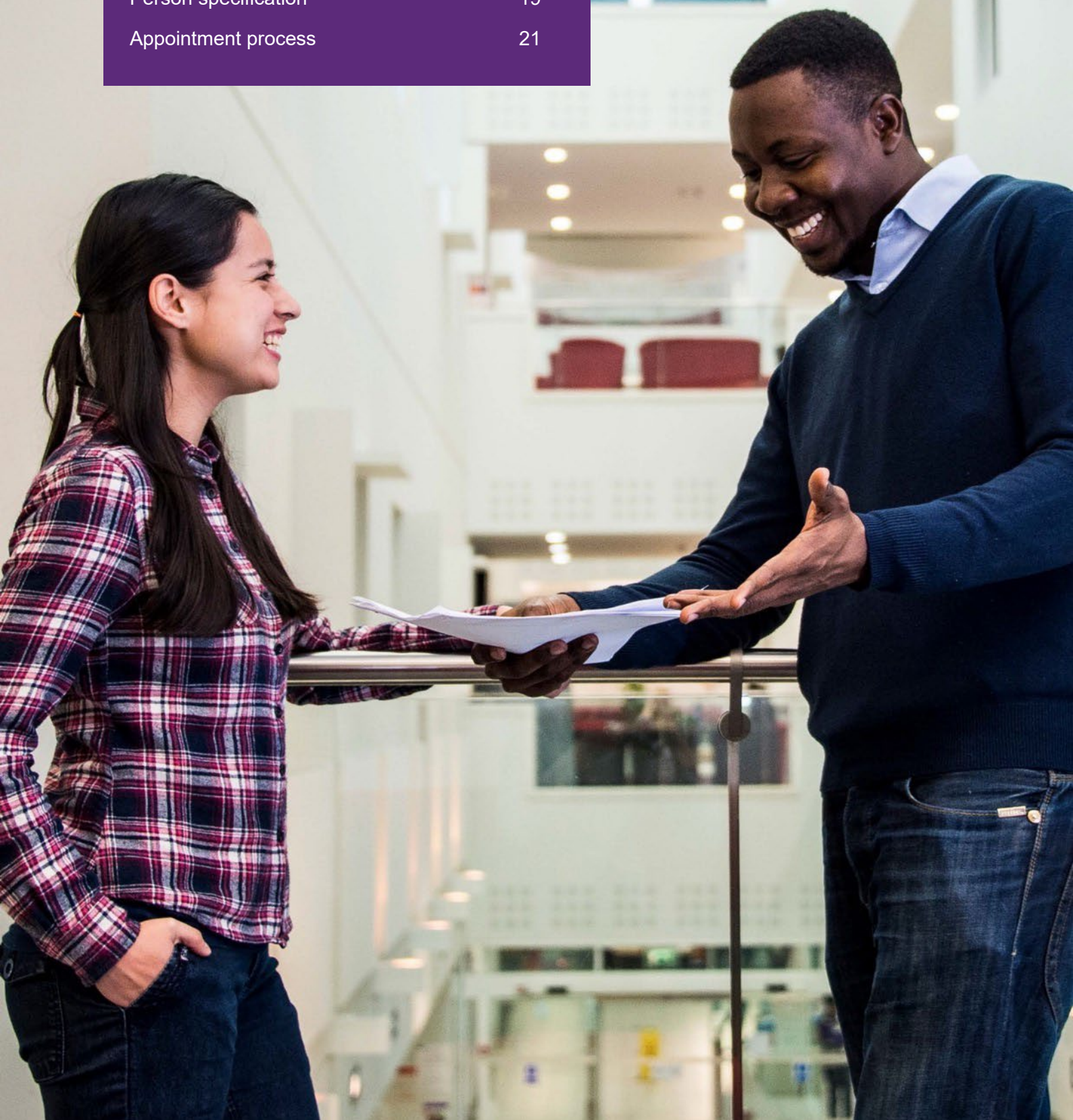
Best wishes,

A handwritten signature in dark ink, appearing to read 'Patrick Hackett', written in a cursive style.

Patrick Hackett, Registrar, Secretary and COO

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## About The University of Manchester

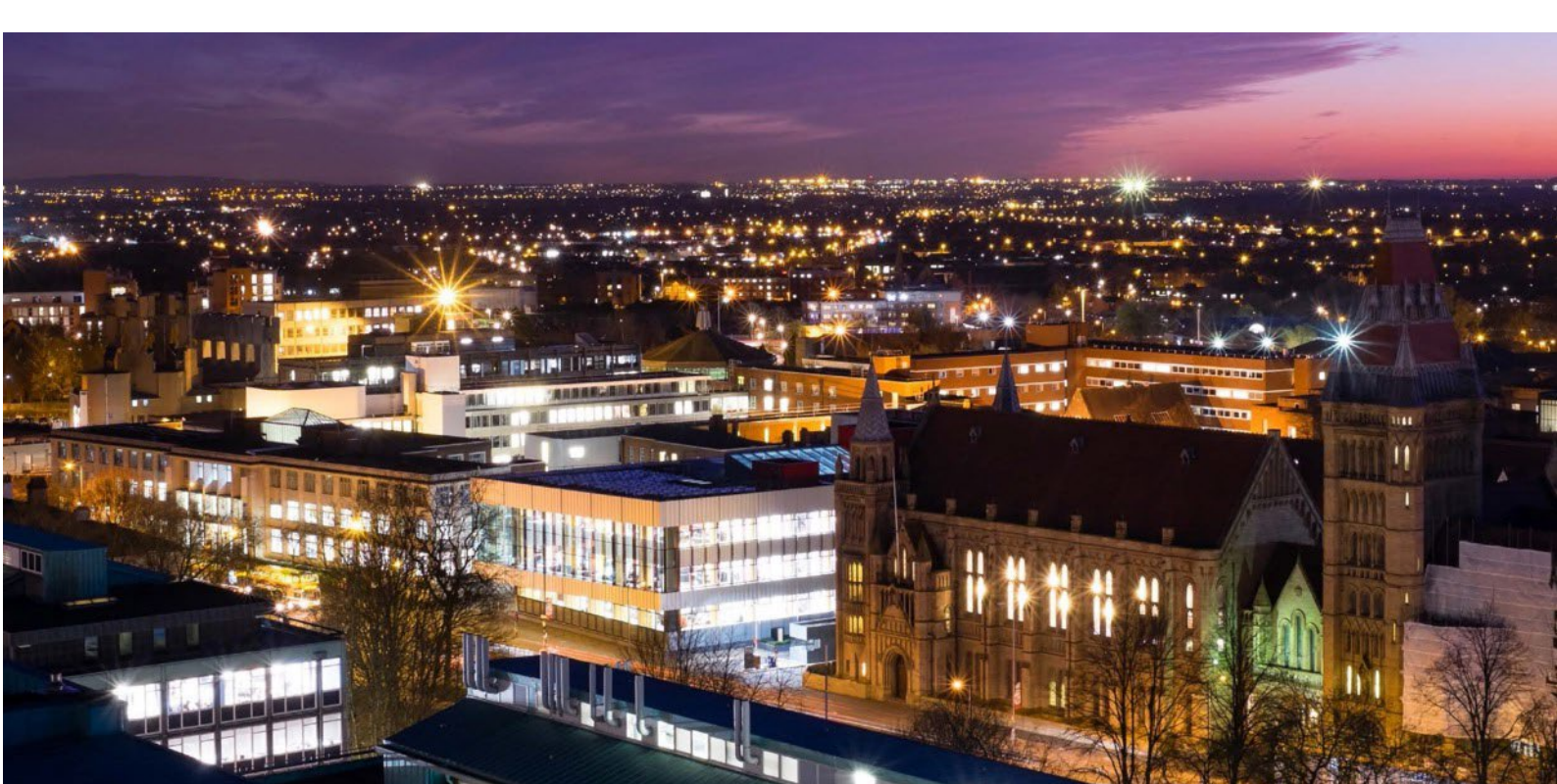
The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 46,000 students, 12,950 staff, a £1 billion turnover, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [\*Our future\*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

*Our future* sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



## Leadership

President and Vice-Chancellor,  
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor  
Luke Georgiou

Registrar, Secretary and Chief Operating Officer,  
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,  
Professor April McMahon

Vice-President for Social Responsibility,  
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and  
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,  
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,  
Medicine and Health, Professor Graham Lord

Interim Chief Financial Officer, John Cunningham

Director of People and Organisational Development,  
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor, the poet Lemn Sissay OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

## Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

### Board of Governors

The Board of Governors is the University's governing body. Chaired by Edward Astle, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

### General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

### Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

## Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

### **The Faculty of Biology, Medicine and Health**

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

### **The Faculty of Science and Engineering**

Comprising the Schools of: Natural Sciences; and Engineering.

### **The Faculty of Humanities**

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

Further information on the [University's Faculties and Schools](#).

## Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 27<sup>th</sup> best university in the world (QS University World Rankings, 2021) and 5<sup>th</sup> in the UK (Academic Ranking of World Universities, 2021).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



## The University estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and brand new constructions. The majority of these landmark projects have been completed, including the Whitworth, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

## Research and innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2014 Research Excellence Framework (REF), where 83% of our research activity was judged to be 'world-leading' (4\*) or 'internationally excellent' (3\*). In 2020/21 the University attracted more than £300m of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £962 million of economic impact. Of this, £511 million has come from third-party investment in University spin-out companies, and £451 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).



## Teaching and learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

*Our future* has set the direction of travel towards flexible learning to enhance, but not replace, in-person teaching. We have established a Flexible Working programme to work in partnership with staff and students to shape the future of learning. It remains our priority that our teaching is accessible and inclusive, with global reach.

Student employability is a key priority for the University. Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, in order to help them develop the distinctive attributes that make the institution University of the year for graduate employment (*The Times and Sunday Times* Good University Guide, 2020).

Activities include: tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to [teaching and learning](#).



## Social responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

In April 2021, our efforts culminated in the University ranking first in the world in the *Times Higher Education* University Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).

## Equality, diversity and inclusion

The newly-created Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University. The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



## IT Services overview

IT Services supports the University by delivering technology-based services for research, teaching and learning, with sustainability and environmental considerations at the heart of what we do.

Being one of the largest Directorates at the University, we strive to deliver quality services for all staff, students and researchers.

### Our focus

The [IT Services Strategic Plan](#) sets out priorities over the next three years that address the needs of staff, students and partners by focusing on a series of changes across people, processes and technology. By 2024 we will have a new operating model, clearly defined services and an excellent experience for all who interact with us.

We have already undertaken significant work to reassert our purpose, how we want to work and what that means for us and for those that use our services.

### A vision for how we will work

- We will be trusted for our excellence in delivery
- Our services will be clearly defined, well understood and accessible
- Our staff will be empowered, encouraged to innovate and develop their skills
- We'll collaborate with each other and with our partners in and beyond the University
- We'll place our users at the heart of everything we do
- We'll strive to build a diverse and inclusive values-based culture and environment where everyone is respected, supported and included.

### Our key goals

Our new operating model and transformation will be driven by eight goals:

1. Supportive: We'll support, empower and develop our staff
2. Specialised: We'll grow our support of specialist IT
3. Engaging: We'll make it easier to get help
4. Open: We'll improve university data
5. Collaborative: We'll work with partners, inside & outside the University
6. Simple: We'll simplify our enterprise IT
7. Consistent: We'll clarify how we manage our workload and cost
8. Secure: We'll mature our approach to identity and security

## People first

An important enabler of our strategic plan is our work around People and Culture.

We want to build and develop an inclusive values-based culture within IT Services that puts our people at the heart of what we do – our staff, our service users and our partners. Although technology is important it will be through the engagement, development and empowerment of our people that we will meet our goals and ultimately deliver for the University.

Our People and Culture Plan demonstrates commitment to driving forward positive change – it has five focus areas:



**Inclusive Values-based Culture:** To build and nurture a diverse and inclusive culture where staff at all levels live our values and feel safe to be themselves.



**Effective Leadership and Management:** To develop effective, trusted, supportive and accountable leadership at all levels of the organisation.



**Positive Engagement and Community:** To enable an engaged and motivated workforce that has a strong employee voice and works collaboratively across the wider IT community and beyond.



**Recognised Performance and Development:** To drive an accountable culture of high performance and continuous skills development where staff are recognised for their efforts.



**Prioritised Wellbeing:** To make time to prioritise physical and mental health of our staff at all levels and enable through focus on compassion and support.

*[IT Services Practice Charter](#)* – a collection of statements that set out how we will live and breathe the University's values.

# IT Services Practice Charter

Bringing our University's values to life



**1**

We see one another as people and take the time to become aware of the needs of our colleagues: with empathy, we build strong connections by taking care with the words we use and how we use them.

**2**

We share responsibility to seek and provide feedback: we collectively create a safe environment where contributions and constructive challenges are listened to and valued.

**3**

We are curious to learn: we improve by reflecting upon both our successes and our mistakes, we feel this honesty and transparency is a strength not a weakness.

**4**

We all have untapped potential: by working to devolve decision making and create opportunity to experiment, we share ideas and knowledge across functions and levels.

**5**

We cannot know where conversations or relationships will lead as not everything that matters is tangible or quantifiable: we value the insights and knowledge that come from our connection with one another as much as the things we deliver together.

**6**

We believe everyone does better when we can see the bigger picture: we are at our best when we can feel connected to one another, can give and receive help and appreciate the efforts of others.

**7**

We value inputs from colleagues: we are open to ideas and receptive to suggestions or concerns, we work to keep communication and engagement channels open.

## Our structure

From September 2021 the Directorate of IT Services has been made up of five areas, each with a section head that together with representation from The Library form the IT Strategic Leadership Team.

- Product and Service Management
- Engineering
- Strategy, Architecture and Support
- Research IT
- Teaching and Learning IT

## Partnership and engagement

IT Services has relationships with numerous different groups of stakeholders within the University, supporting their needs and objectives, along with overall business outcomes. We partner with:

- **Our service users**

We manage a range of service channels, providing access to our services and making them easy to access, understand and use. We also manage two-way communications relating to our services, offering and collecting information on service availability, performance and satisfaction.

- **Our service owners**

We work closely with key individuals and groups who provide oversight and steer on the future direction of specific products and services ITS offer, prioritising improvements and agreeing changes.

- **Our strategic business partners**

We provide individual business partners as points of contact for senior stakeholders across the University, ensuring that issues and decisions that impact their areas of interest can be discussed and agreed.

- **The Strategic Change Office**

We collaborate closely with the University's Strategic Change Office (SCO), supporting them in defining, prioritising and delivering programmes of strategic business change and any resulting change to our portfolio of products and services.

## Role specification

The University of Manchester is seeking to appoint an outstanding individual to the position of Director of IT Services. He/she/they will be a key member of the Professional Services Senior Leadership Team.

### Reports to:

Registrar, Secretary and Chief Operating Officer (RSCOO)

### Overall purpose:

The Director of IT Services is a strategically critical role within the University. As a member of the University's Professional Services (PS) Leadership Team, the post-holder will work collaboratively with PS and academic colleagues at all levels to shape and deliver Manchester's future technology systems and processes in support of the overall institutional Strategy and Vision.

The post holder will be accountable for the leadership and management of the University's IT activities, including both central and devolved teams and resources; and responsible for leading the delivery of quality-focused, innovative, agile, effective and efficient IT services provision to our diverse and demanding student, teaching and learning and large academic research communities. They will also be expected to identify and pursue opportunities that add value to every aspect of the University's business, including Research, Education and Social Responsibility, online and blended learning, and the student and employee experiences.

### Key relationships:

#### Internal:

- Strategic Change Sub-Committee (SCSC) to discuss/agree major change projects and IT enabled projects, major themes in the IT strategic plan and capital budget approval
- Registrar, Secretary and Chief Operating Officer
- VPs for TLS and Research, VP/Deans of Faculty, along with their Heads of School
- IT Strategic Leadership Team (Chair, operational service delivery, major projects and change delivery)
- Business owners of key information systems Chief Financial Officer, Director of People and OD, Vice-President/AVP Teaching & Learning & Students, Vice-President/AVP Research, Director of Planning)
- Director of the University Library (close collaboration on student facing services, Learning Commons and Digital Innovation)
- All other fellow members of the PS Leadership Team
- Strategic Change Office and, particularly, Reshaping PS Programme & Head of Information Governance (IT Security requirements)

#### External:

- Russell Group IT Directors (RUGIT)
- JISC
- Universities & Colleges Information Systems Association, UCISA (UK HE IT network)
- Eduserv: provider of Cloud services for Education and Local Authorities
- Educause: US HE IT network
- External Auditors (compliance)
- Service Providers

## Staff and budget responsibility:

The Director of IT is responsible for over 350 staff, with direct reports being the Head of Product and Service Management; Head of Engineering; Head of Strategy, Architecture and Support; Head of Research IT and Head of Teaching and Learning IT. The direct IT budget is £38.8m, plus project staff budget of over £2m. Planned capital spend of £13.6m over 10yrs. plus planned spend of £20m for Cyber related activities.

## Key responsibilities:

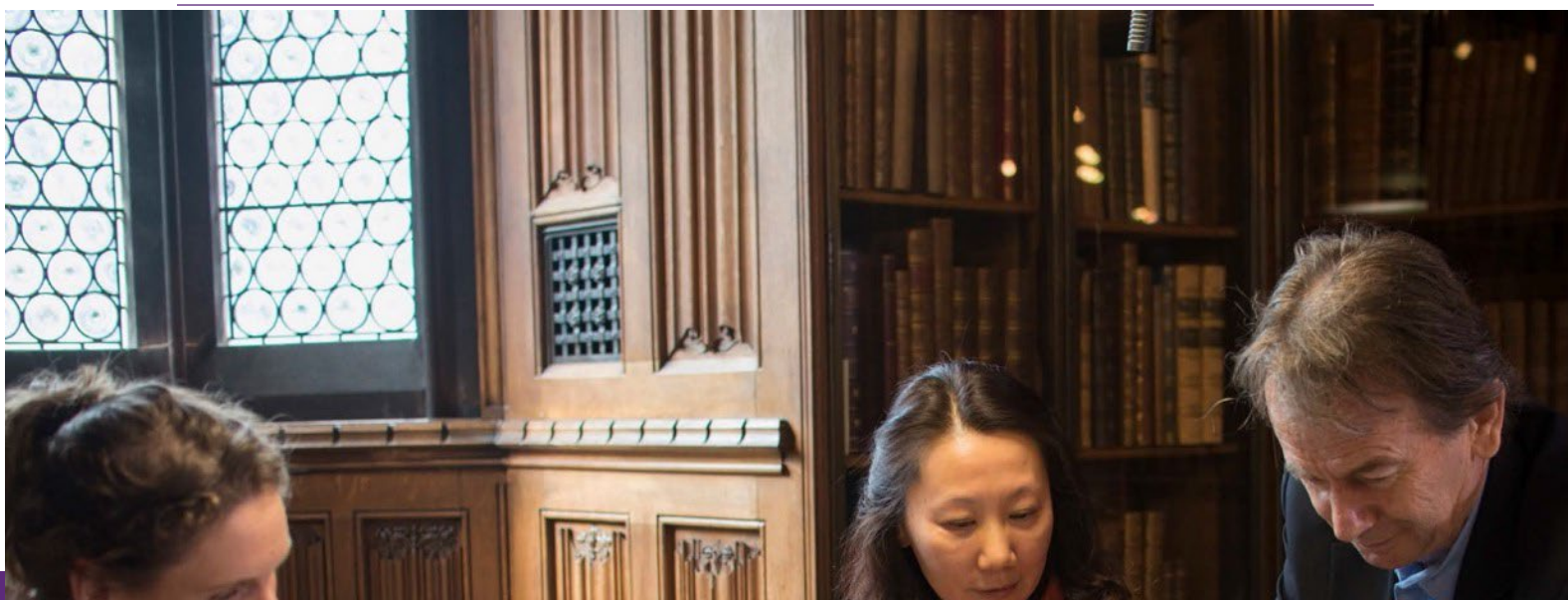
- To provide inspirational and emotionally intelligent leadership to the IT Services Directorate, developing the IT/IS capabilities (People, Process and Technology) across the University, articulating the benefits of new, strategic and sustainable ways of working, and embedding a quality approach throughout the Directorate's teams, to ensure efficient and effective service delivery.
- To devise, develop and lead the implementation of an innovative and sector-leading University-wide enabling strategy for Digital Transformation and Information Services that is focused on delivering the University's strategic goals.
- To work collaboratively with the Strategic Change Office, academic and Professional Services colleagues to deliver the IT components of the University Transformation Programmes, ensuring all deliverables meet security, service and operational requirements.
- To manage the revenue budget and resources of the Directorate of IT Services within agreed targets and plans, manage a long-term IT Capital Plan and chair the IT Strategic Leadership Team.
- To lead the effective governance of IT activities to ensure services and projects are prioritised and managed, with particular emphasis on driving innovation and digital transformation, and exploiting the potential of technology to streamline activities, remove duplication and maximise efficiency.
- To lead the effective development of Data Management, Research Infrastructure and Research platform strategies in line with national and international policies to ensure the delivery of IT services for research.
- To work with key stakeholders across the Teaching, Learning and Student community to strategically develop the capabilities and services required for the evolving needs of on and off-campus teaching and learning.
- To proactively manage the Cyber Security posture of the University to ensure appropriate levels of protection and response capability, technical and process security controls and ensuring continuous improvement in response to changing security threats and risk.
- To ensure that IT services and systems are compliant with policy and legislation.
- To enhance the University's national and international reputation by taking an active and influential role in high-level professional groups and networks.
- To contribute to the delivery of the PS Equality, Diversity and Inclusion objectives, ensuring that ITS is an inclusive working environment.
- To develop and implement Enterprise Architecture with underpinning Business Capability Architecture in support of the University Strategy.

## Person specification

The Director of IT Services will be expected to demonstrate the following:

### Knowledge, Skills and Experience

- Leadership and management experience in a large complex organisation at senior management level with ability to demonstrate strong presence and executive impact.
- A, resilient, emotionally intelligent and people-focused leader with political savvy, and the ability to motivate and inspire a large team and drive an inclusive, values based culture.
- A proven track record of influencing and building productive relationships and partnerships with a wide range of internal and external stakeholders
- Broad technical experience covering infrastructure, applications, technical architectures, cyber security, communications, operations and digital transformation
- A proven track record of developing and implementing IT strategies across a diverse range of services and functions
- Comprehensive planning and control experience of projects and operational management, including experience of formal project management methodologies
- Experience of supplier management, from supplier selection through procurement to development and on-going operation
- Experience of managing a substantial budget and experience of planning and managing capital expenditure and projects
- Evidence of putting internal stakeholders at the heart of service delivery.
- Empathy with the educational and research objectives of higher education and the ability to form excellent working relationships with academics and researchers
- High level of communication (oral/written) and presentation skills including timely and effective management reporting
- Ability to handle conflicting requirements and keep focused on key priorities
- Strong negotiation skills, with the commercial ability to represent the University's interests with its suppliers and partner firms
- Shares the University's values.



<b>SALARY</b>	Competitive
<b>PENSION SCHEME</b>	USS: Universities Superannuation Scheme: 9.8% employee contribution rates 21.4% employer contribution rates
<b>HOURS OF WORK</b>	Standard week: 35 hours; all staff are expected to work such hours as necessary for the proper discharge of the duties
<b>ANNUAL LEAVE</b>	29 days annual leave plus 4 closure days plus 8 bank holidays
<b>PROBATION</b>	9 calendar months' probation period, 1 calendar month notice during this period
<b>NOTICE PERIOD</b>	3 calendar months by employees 3 calendar months by the University
<b>SICK PAY SUBJECT TO FOLLOWING CORRECT NOTIFICATION PROCEDURES</b>	0 to 3 months service: 1 month full pay 3 to 12 months service: 2 months full pay and then 2 months half pay 1 to 3 years' service: 3 months full pay and then 3 months half pay 3 + years' service: 6 months full pay and then 6 months half pay
<b>LONG SERVICE AWARDS</b>	For staff reaching 25 or 40 years of continuous service, £400 vouchers (shopping/holiday/leisure) or 5 days annual leave (pro rata for part-time staff)

## Appointment process

The University of Manchester has engaged the services of Dixon Walter, to whom applications should be sent by midnight, Monday, 31 January, 2022.

Applications should be made via email to [mike@dixonwalter.co.uk](mailto:mike@dixonwalter.co.uk) including the following to be included on separate documents:

- A letter of application setting out your interest in the role and details of how you match the person specification (no more than 500 words)
- A comprehensive curriculum vitae (CV)
- Details of three referees (not to be contacted without your permission), your current remuneration and notice period
- A completed Personal Details Form (available at <https://www.dixonwalter.co.uk/opportunities/director-of-it-service-manchester/>)

### Queries

To confidentially discuss this opportunity, please contact Mike Dixon at Dixon Walter on 0191 500 5500 or at [mike@dixonwalter.co.uk](mailto:mike@dixonwalter.co.uk)

### Equal opportunities:

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.

Our University is positive about hybrid and [flexible working](#). Blended working arrangements may be considered.

All candidates applying for the role will be required to complete an Equal Opportunities Monitoring Form. This will assist us in monitoring selection decisions to assess whether equality of opportunity is being achieved. Information collated from the Equal Opportunities Monitoring Form will not be used as part of the selection process and will be treated as strictly confidential.

### Personal data:

In line with GDPR, we ask that you do not send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV or application documentation will be understood by us as your express consent to process this information. Please also remember not to mention anyone's information or details (such as referees) who have not previously agreed to their inclusion.

### Interviews:

Initial interviews will take place with our search partner Dixon Walter between Tuesday 1<sup>st</sup> and Thursday 10<sup>th</sup> February 2022.

Formal panel interviews for shortlisted candidates are anticipated to place on Friday 4<sup>th</sup> March 2022.

Prior to interview, shortlisted candidates will complete two short online assessments focusing on aptitude for the role and working styles, preferences and behavioural tendencies.



The University of Manchester

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Royal Charter Number RC000797 DW3645.10.21

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