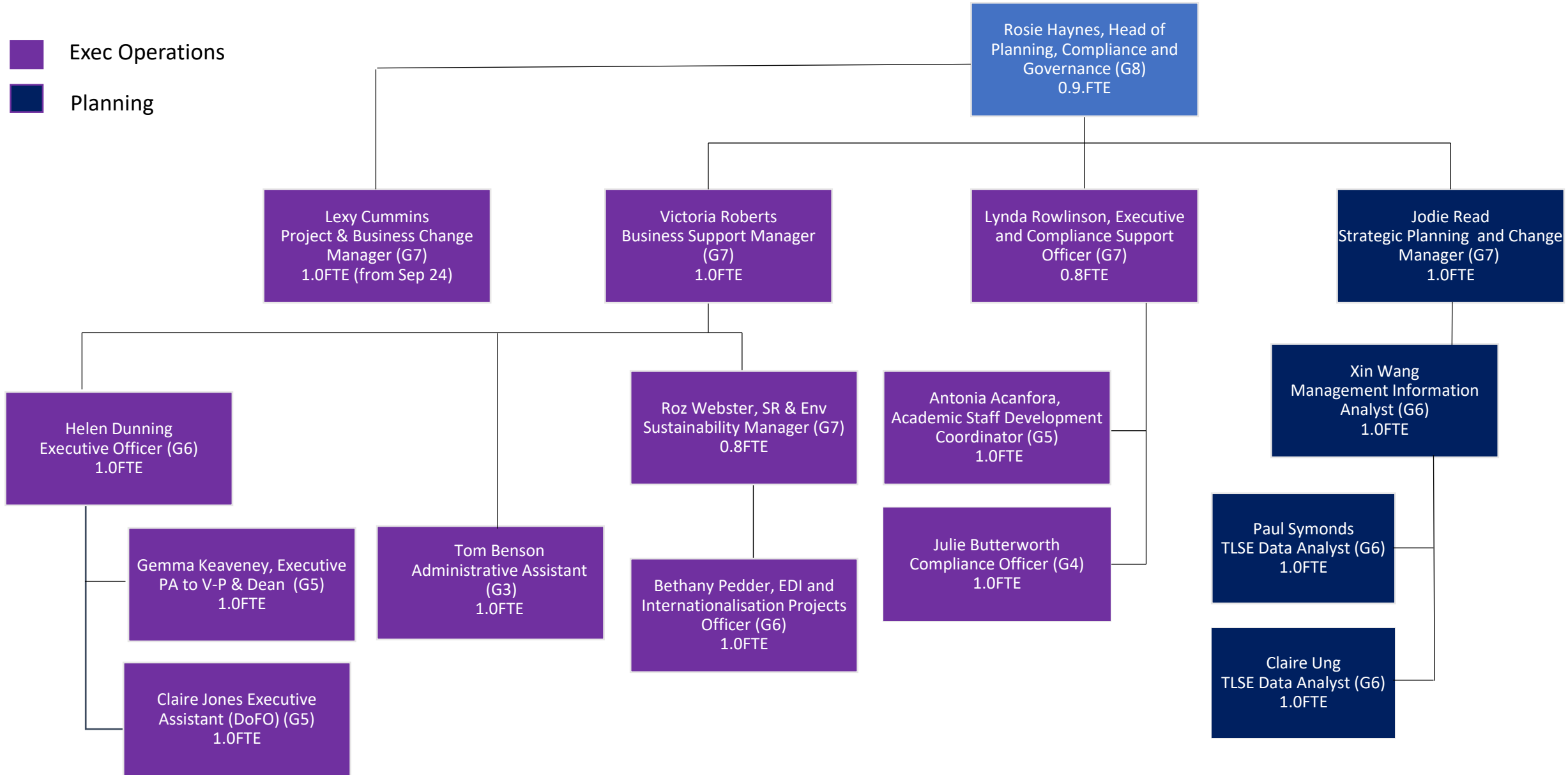


# FoH Planning, Compliance and Governance team

- Exec Operations
- Planning



# Roles and responsibilities

- **Executive Operations and special projects:**

- Exec support to Dean, DoFO and other members of PSLT & FLT;
- Lead on exec. operations activity for Faculty-level activity (e.g. VRG/Recruitment; Finance/procurement; parts of staff engagement (e.g., Core Brief); Academic and PS leadership recruitment leadership)
- Special projects support: e.g., 'Review' projects (e.g., tech review, ULC review)/ Industrial Action/Hybrid WG;
- HNAP and academic staff development activity;

- **Social Responsibility**

- Faculty PS lead for Social responsibility activity, including EDI, Environmental Sustainability and Civic agenda activity;
- Includes supporting SR & EDI Governance, strategy/OP delivery, managing funding streams;

- **Internationalisation**

- Faculty PS lead for internationalisation activity, focusing on collaborative partnerships;
- Includes supporting internationalisation Governance, strategy and OP delivery;
- Creating new programmes, collaboration activities (workshops, events etc.) and managing funding streams;

# Roles and responsibilities

- **Planning:**

- Planning cycle (student numbers planning, APR, Operational Priorities/milestones, Financial Planning);
- Business Continuity Planning (e.g., Covid-19 planning, Industrial Action etc.);
- Faculty strategy development and delivery; Measures of Success, Metrics, progress monitoring

- **Governance:**

- Preparation for Board of Governors meetings (accountability, financial review, APR etc.);
- Faculty Committee (meetings and elections);
- Support activity around Senate, School boards, etc. (elections, promotion, support, guidance etc.);
- Faculty Leadership Team (weekly planning and delivery cycle);

- **Compliance:**

- Faculty compliance oversight (Developing guidance, approvals and processes for: RA, Travel, H&S, Information Governance, Fire Safety, well-being, etc.);
- Coordinating Faculty compliance strategy and delivery – in partnership with Schools;