



THE  TIMES
THE SUNDAY TIMES

**GOOD
UNIVERSITY
GUIDE
2023**

**UNIVERSITY
OF THE
YEAR**

Appointment Brief

Chief Operating Officer

May 2023

Reference: IAVXB



About the University

Fifty years of achievement have seen the University of Bath grow into a globally recognised institution with over 20,000 students from 153 countries. We believe in offering our students a well-rounded education: high quality teaching from research-led academics; placements as a feature of many of our undergraduate courses, supporting strong employability; a substantial and growing range of options for post-graduate study; and extra-curricular activities such as our award-winning sports. The result: a very engaged, high-quality student body with strong values, impressive achievements, and excellent levels of student satisfaction. We were named the 'University of the Year' and ranked 8th best university in the UK by The Times and The Sunday Times Good University Guide 2023.

Ours is a learning community, as students and academics work closely together in education and research. While this is frequently a transformative experience for students, the reach is very much wider, contributing to local and global understanding of the world in which we find ourselves. Our academics collaborate across traditional and emerging subject areas so that our research has practical applications with social and economic benefit. We continue to invest in new facilities and people to grow the impact of our research. We make a positive contribution to our community and the vigour of our local economy, accounting for around £380 million Gross Value Added (GVA) in Bath and North East Somerset and £1.2 billion to the UK. We work closely with globally recognised as well as small and specialised industrial and commercial partners and our Innovation Centre grows new businesses.

We are a vibrant, close-knit, intellectual, cultural, sporting, and social community who are proud of what we do and who we are, committed to using our skills and expertise to discover and solve real-world problems.

Our compact campus provides a sense of community which underpins our commitment to collegiality. A lively, international, and impactful alumni community helps us reach out into the world. Linking with partners who are both national and international, industrial, and social, this is a place where social sciences, humanities, the arts, engineering, and the broader sciences, come together to benefit wider global society.



- Named the University of the Year by The Times and The Sunday Times Good University Guide 2023
- Ranked 8th best university in the UK by The Times and The Sunday Times Good University Guide 2023
- Ranked 7th best university in the UK, and 5th for career prospects after 15 months, by the Guardian University Guide 2023
- Ranked 8th best university in the UK in the Complete University Guide 2023
- Ranked 9th in The Times Higher Education 'Table of Tables' 2022
- Placed in the Top 100 of the international QS Graduate Employability Rankings 2022
- 86% for overall student satisfaction in the National Student Survey 2022. This means we're ranked 1st in England and 3rd in the UK when comparing institutions listed in the Guardian University Guide

A snapshot of innovative areas of research, knowledge exchange and education across the University includes:

Based at the Bristol Bath Science Park, the [Institute for Advanced Automotive Propulsion Systems](#) (IAAPS) will be industry focused and compete on a global scale to support the UK in delivering transformational research in the years to come. Combining the world's best engineers with industry, underpinned by a track record in expertise and delivery from the University of Bath, IAAPS can help deliver the vehicles of the future, securing jobs and investment.

[The Milner Centre for Evolution](#) brings together our intellectual expertise in evolution research in this state-of-the-art research facility. This Centre asks the big evolutionary questions, finds new technological and clinical research applications, and takes evolutionary research into the community.

Led by the University of Bath, [The Institute of Coding](#) brings together universities, large corporates, small and medium sized enterprises, established industry groups, experts in the delivery of distance and non-traditional learning and professional bodies to develop and deliver innovative, industry-focused education across the UK.

A new high-profile [International Olympic Committee \(IOC\) Research Centre](#) to focus on injury prevention in sport will be based at the universities of Bath and Edinburgh. For over a decade, the University of Bath has been leading ground-breaking research to improve player safety in rugby. Major projects completed with England Rugby and World Rugby directly informed scrum law changes. Most recently, its development of the injury prevention programme, 'Activate', led to its global roll-out by World Rugby.

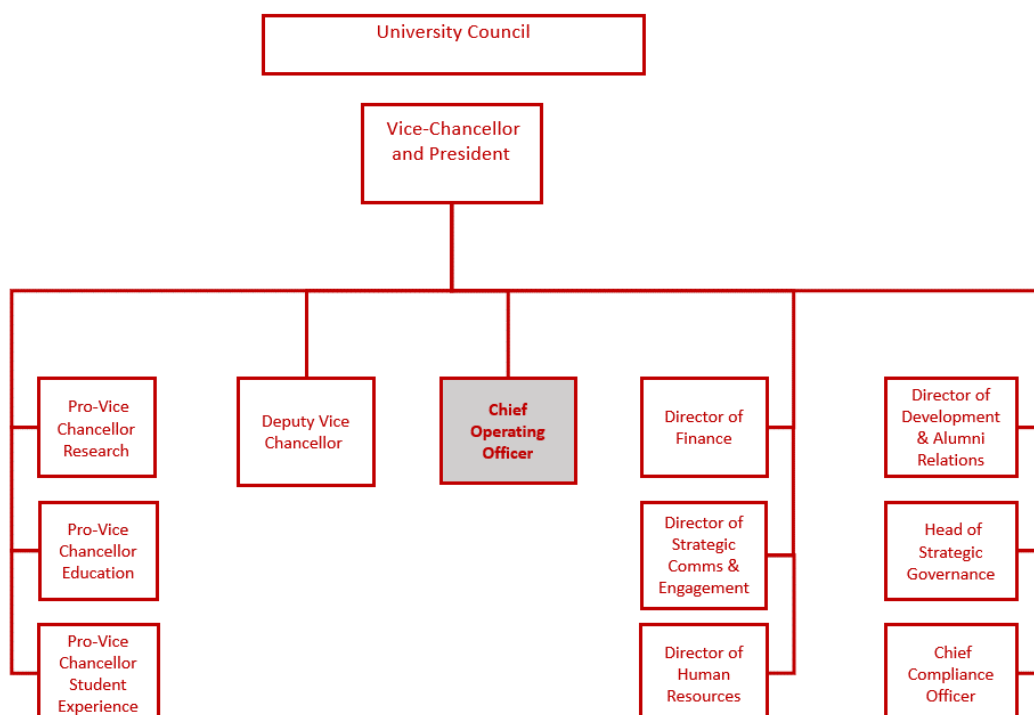
University Strategy

Over the next five years, we'll seek to enhance our global position within the top world-leading institutions. We'll do this in ways that respect and support our community, our values, and our environment. Our new five-year University Strategy, 'Our University, Our Future: Connected' has four pillars: fostering an outstanding and inclusive community; driving excellence in education; driving high-impact research; and enhancing strategic partnerships. Building on our distinctive, nationally-leading position in the higher education sector, we will seek to advance our impact by:

- Growing our reputation for University education through internationally leading courses which are rigorous, relevant and pioneering and which attract highly achieving students from diverse backgrounds, enhanced by high-value placement and extracurricular opportunities to help students to take their ideas and passions to the next level
- Growing our research strength to drive research quality, achievement and impact at international levels
- Growing our identity as a strong learning community in which collective endeavour and a culture of care enable the flourishing of all
- Growing our strategic civic, corporate and international partnerships to allow us to fulfil our ambitious vision in education, research and enterprise

For more information, please visit [The University of Bath Strategy 2021 to 2026](#)

University Senior Leadership Structure





The Role of COO

The Chief Operating Officer is primarily responsible for the University-wide strategic direction, operations and direct service delivery of key corporate functions including Education and Student Services, Campus Services and Infrastructure, Sustainability, Digital Services and Technology, Cyber Security, External and Internal Commercial Development and Sports. The role is increasingly pivotal in the strategic direction of the University with its growing and diverse activities, including a range of new commercial activities.

The COO, as a key member of the university leadership team, will be instrumental in contributing to the development of the University, in particular the development and delivery of the next generation of University services and academic-related opportunities that have been identified in recent years. They will be responsible for ensuring that established service activities are highly performing, efficient, responsive, flexible, professional and cost-effective. They will innovate both in respect of established activities and also in respect of new opportunities that are arising for the University, recognising the growth in commercial activities that have developed in recent years both in Bath and elsewhere in the region. Aligned with its mission and working alongside the academic leadership team, the COO will be a leader of organisational culture and values and share responsibility for promoting the University and enhancing its stature and reputation.

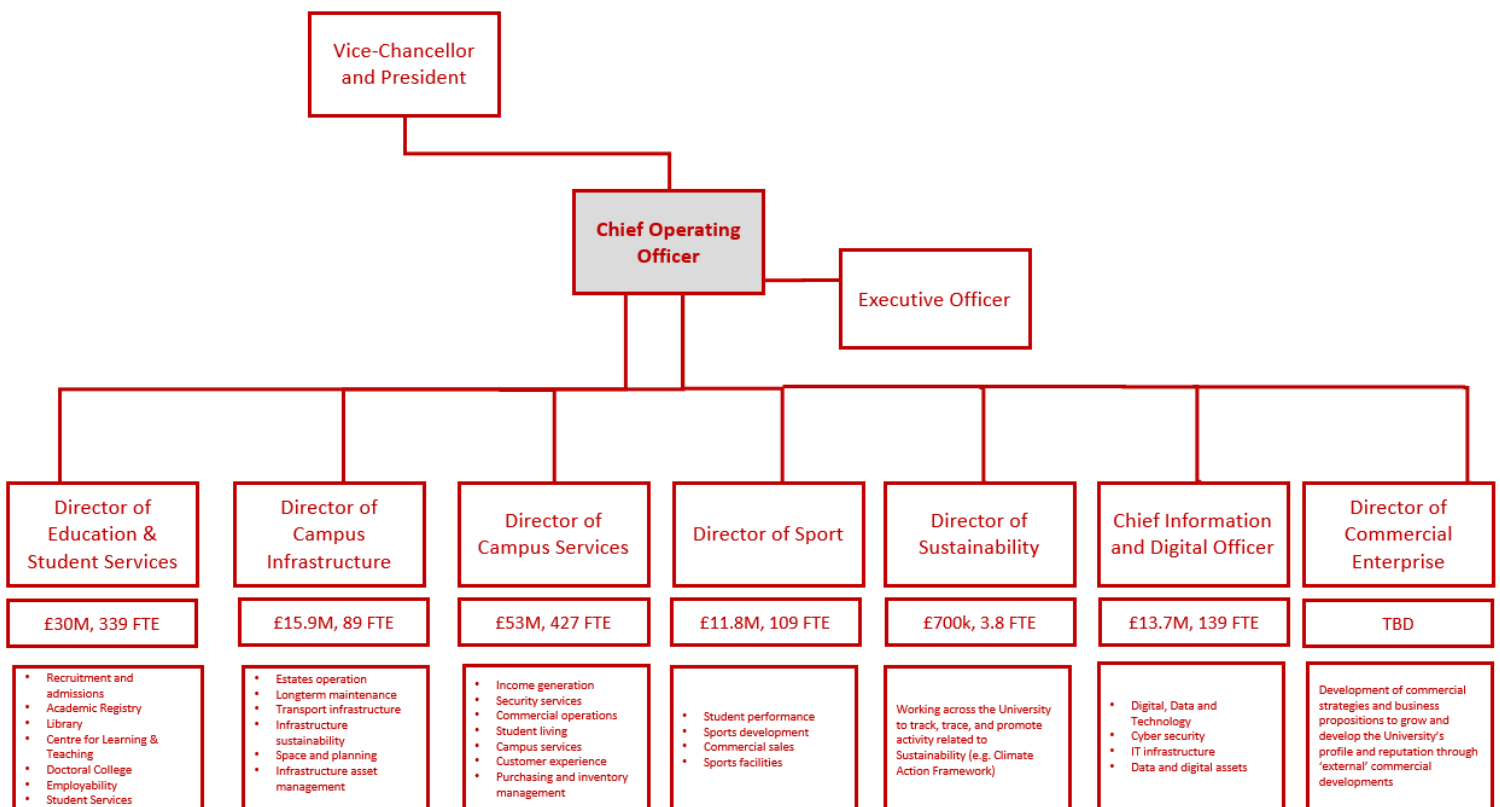
Key Responsibilities

- Work as a key member of the University's executive team, playing a central role in the implementation of the University's Strategy and development and implementation of future Strategies
- In collaboration with other members of the senior executive team, develop and deliver strategies for diversification of income, growth of revenue streams and value for money across the institution
- Ensure that professional services in the University are highly-performing, effective, cost-effective and mission as well as values driven, with a focus on exemplary service delivery and continuous improvement to meet the changing demands and aspirations of all students, staff and partners. This includes the inception and management of strategic change programmes aligned with the University's over-arching objectives and plans
- Lead on improving organisational efficiency and competitiveness through the effective management of our physical and digital resources and corporate services
- Be responsible for the leadership, strategic management and performance of Education and Student Services, Campus Services and Infrastructure, Sustainability, Digital Services and Technology, Cyber Security, External and Internal Commercial Development and Sports, including the development of skills and succession planning within these areas of responsibility
- Provide information, insight and advice to senior leaders across the University on efficiency of operations, enabling them to optimise their own areas of responsibility
- Ensure that operational support is provided from professional service functions to staff and student wellbeing across the University
- Ensure that operational support delivers against the University commitments on sustainability and climate change
- Provide leadership for the Emergency Management Team, Business Continuity and mitigation of Major Operational Risks, planning and testing arrangements to provide reassurance regarding continued delivery of services
- Ensure the effective, timely and coordinated management of operational issues through effective governance, mitigation planning, operational reporting and response management.
- Participate in corporate management and governance, including UEB and Council (and their committees), and chairing committees and Project Control Groups as required

- Ensure that the reporting departments comply with the relevant legislation with regard to all financial matters and operating procedures, including oversight and governance of the relevant policies
- Recognising the need for major infrastructure activities in the coming years, ensure that procurement of external services is cost-effective, adopting best practice principles.
- Keep abreast of national and international policy and practice affecting the HE sector, including relevant legislation, and informing strategy and delivery in the University accordingly
- Build and maintain positive relations with stakeholders relating to the reporting departments, including staff, students and those external to the University, ensuring constructive and participative engagement on both strategic and operational matters
- Advise the Vice-Chancellor and represent the University in his absence as required in respect of relevant operational matters

Location: This post will be based at the Claverton Down campus, Bath and any other location of services run by the University of Bath.

Chief Operating Officer's Team Structure



Person Specification

Knowledge and qualifications

- Expert knowledge of commercial strategic leadership and management, as evidenced through post-graduate qualifications, equivalent professional memberships or specific professional experience
- Strong applied knowledge of financial and resource planning, performance management, governance and service delivery at an organisational level, as evidenced through training and experience
- A detailed understanding of Higher Education purpose, governance, operation, funding and sector status
- Acute awareness of legal and regulatory operating environment

Experience

- A strong career track record of leading, delivering and developing diverse professional services which underpin a large and complex organisation
- Experience of working with confidence at senior level to lead commercial strategy, manage risk, drive performance and engage internal and external stakeholders
- Experience of coordinating and assuring complex revenue budgets, physical and digital resources, and business planning processes, which are strategically aligned across the institution
- Experience of overseeing estates maintenance and the construction of new facilities, managing projects to meet budget and timescale requirements
- Experience of working at senior management level in the public or private sector, with clear experience of being part of or engaging with a Higher Education environment
- Proven experience of initiating, driving and delivering strategically led change in large, complex organisations
- It would be desirable to have experience of designing, delivering and evaluating major projects

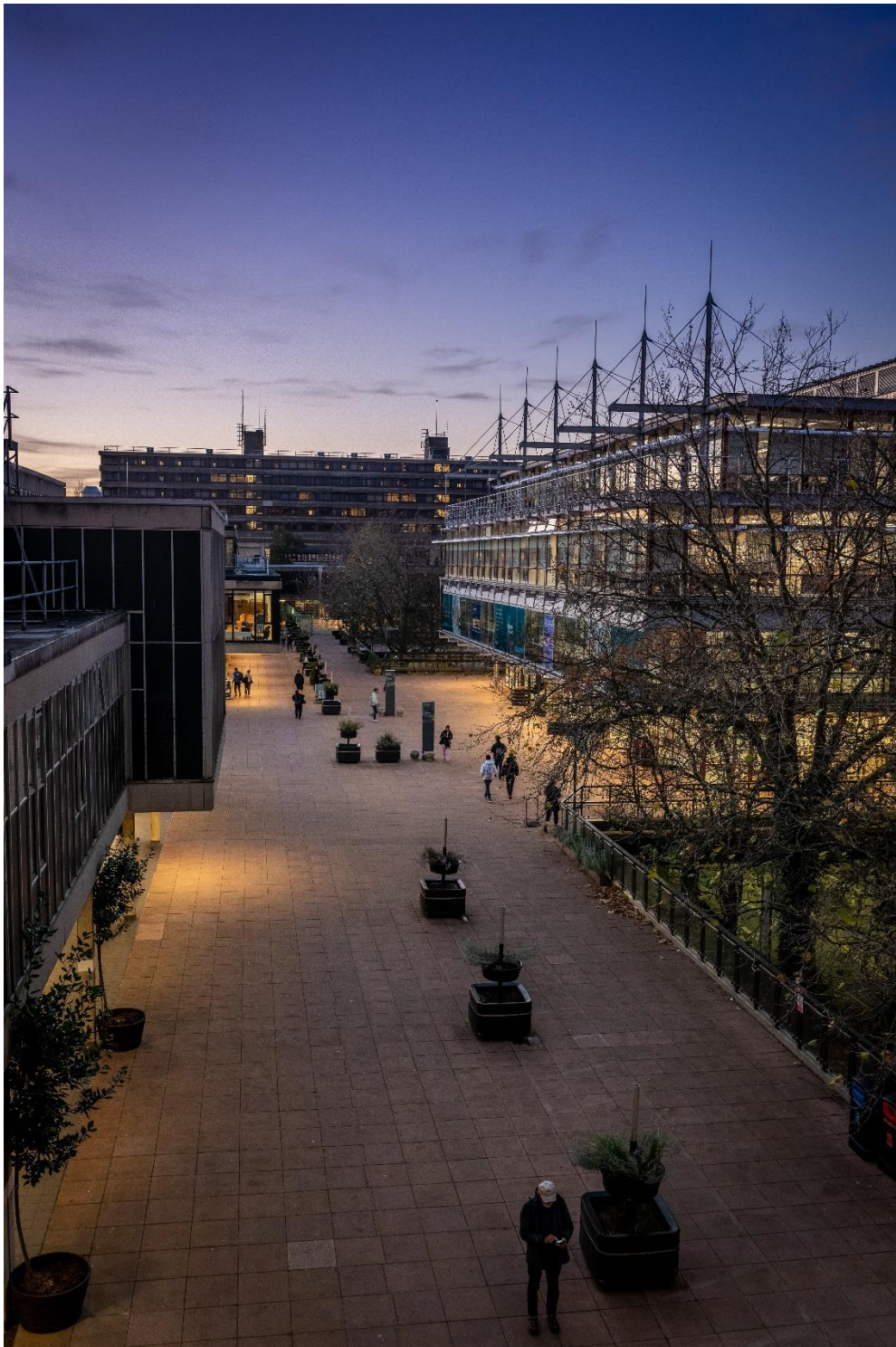
Qualities

- Strong ability to lead, manage and motivate others to deliver team or organisational objectives, demonstrating University values
- Ability to take a strategic view across the University, influencing and delivering change and improvement
- Ability to build effective partnerships and collaborations between individuals and stakeholder groups, engendering shared purpose and the opportunity and motivation to achieve objectives.
- Strategic planning and implementation, including comprehensive programme and project management skills
- Ability to work well and constructively with others across differing contexts
- Excellent written and oral communication and presentation skills to engage diverse stakeholders effectively with complex issues and ideas
- Ability to optimise business operations making full use of present and potential digital opportunities
- Confident, evidence based decision making, balancing opportunity and risk
- A strong customer service ethos and high quality standards
- Operates with integrity and openness in an inclusive manner, and encourages collegiality through an engaging leadership style
- Sensitivity to the complex relational and political environment, both local and national, which influences the effective delivery of the University's mission and HE as a whole

Our Commitment to you

We have a strong commitment to the people we employ and value the contributions made by all our staff. We aim to be an inclusive university, where difference is celebrated, respected and encouraged. We truly believe that diversity of experience, perspectives, and backgrounds leads to a better environment for our employees and students, creating a culture that enhances health and wellbeing across our community.

We hold an Athena Swan Silver award, and are very proud to have recently received Ambassadors for Autism certification and are an accredited Disability Confident Leader; committed to building disability confidence and supporting disabled staff.



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Bath on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code IAVXB.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 2nd June 2023**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Saxton Bampfylde



LONDON

9 Savoy Street
London WC2E 7EG

EDINBURGH

46 Melville Street
Edinburgh EH3 7HF

saxbam.com

Partners in **Panorama** - Search around the world
panoramasearch.com