

Interim Operational Manager - National Centre for Remote & Rural Medicine – School of Medicine & Dentistry – Grade H

Job Description

Purpose

- To lead on and manage the day-to-day running of the Centre.
- To lead initiatives to improve the experience of all learners studying at NCRRM.
- To facilitate current and new cross school collaborations.
- To build and maintain strong networks and relationships with NCRRM's partners.
- To contribute to the NCRRM communications strategy.

Duties

1. To ensure the effective day-to-day running of the Centre activities including the efficient delivery of the Centre's programmes, projects, and strategies.
2. To plan and deliver activities which maximise the student experience.
3. To contribute to the planning, resourcing and delivery of new and existing programmes working closely with colleagues based in Westlakes, Preston and Burnley Campuses where necessary.
4. To lead on the communications strategy for the Centre.
5. To support the implementation of the NCRRM research strategy
6. To participate in the promotion, marketing, and recruitment to Centre programmes and CPD, particularly in the specialist area of remote and rural medicine, working with School and wider university marketing colleagues.
7. To act as line manager for administrative and support staff as appropriate in the Centre.
8. To proactively build and manage relationships with local, national, and international partners and networks in support of the NCRRM strategy and collaborative initiatives.
9. To lead the planning, delivery and evaluation of conferences and events at the Centre.
10. To liaise with Campus management and Estate Services on the operational and logistical needs of Centre activities.
11. To represent the Centre at meetings, events, conferences, and networking sessions as required.
12. To undertake any other duties as determined by the Dean of School.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of leading the planning of activities through to successful delivery (Application/Interview).
- Evidence of strong planning and organisational skills (Application/Interview).
- Excellent verbal and written communication skills and negotiating/influencing/networking skills (Application/Interview).
- Proven ability to build productive relationships with colleagues of varying degrees of seniority within the home and collaborating organisations (Application/Interview).
- Demonstrable high level of motivation, commitment to success, and a proactive approach to problem-solving (Application/Interview).
- Relevant undergraduate degree or postgraduate/professional qualification or equivalent experiential experience (Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working in an educational environment and delivering high quality student experience (Application/Interview).
- Experience of line management of staff (Application/Interview).
- Experience of strategic communications and working collaboratively with a range of stakeholders and partner organisations (Application/Interview).