

# JOB DESCRIPTION

**Job Title**: Royal Docks Centre for Sustainability Director

**Grade**: G

**School/Service**: Employer Partnerships Office/Talent Gateway

**Responsible to**: Head of Employer Partnerships & Apprenticeships

**Liaison with**: Academic staff, Talent Gateway staff, the Impact & Innovation Directorate, Marketing, Employers, Local Authorities, and other relevant external stakeholders

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

**#BeTheChange**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 5 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

## ABOUT THE TALENT GATEWAY

A central feature of the Careers 1st approach established in Vision 2028, the primary function of *The Talent Gateway* is to provide the central commercial externally focused professional business development and key account management function for the university.

Working alongside the Schools, the unit directly engages with employers, local authorities and academic partners to generate new income and broader commercial engagement opportunities. This includes seeking opportunities to grow continuing professional development income, apprenticeships, internships and placement and other forms of commercial income as well as income and wider educational and reputational benefits from growing our academic partnerships in the UK and globally (physically and online) including validation, franchise, articulation and UEL Global experiences.

As well as supporting income generation and diversification, *The Talent Gateway* provides critical professional strategic key account management of our extensive and growing portfolio of our employer and academic partnerships.

***Employer Partnerships***, which is a unit within Talent Gateway, is split into four interdependent functional areas:

* *Business Centre* – the existing commercial company running its operations via Knowledge Dock Ltd. continues to be an attractive proposition for the university engaging in support for student, faculty, alumni and local community businesses. The Business Centre will become the Sustainable Enterprise Centre in the next academic year.
* *Continuing Professional Development* – this newly created function will provide central support for Schools to grow the provision of CPD activity across the university including the management of any contracts established with external partners to manage, promote and deliver CPD on behalf of the university.
* *Business development* – this newly created function will support Schools in the development of new commercial income from engagement with business, charities and local authorities to achieve improved employment outcomes, growth and diversification of the academic portfolio and improved KEF outcomes*.* This would include new apprenticeships, placements, internships and other commercial, income generating activity. The function will be outsourced.
* *Apprenticeships and Employer Engagement* – this function brings together a team of professional key account managers to look after existing and future university commercial partnerships and apprenticeship employers (e.g. Babcock, AWS, Siemens, Accenture, Barclays, etc.), as well as managing commercially focused engagement with local authorities for mutually beneficial work.

## JOB PURPOSE:

As an anchor institution within the region, UEL is responding to the needs of the next industrial revolution by creating the Royal Docks Centre for Sustainability (“RDCS” or the “Centre”), which will be a regional hatchery for innovation and enterprise. It will connect and support students and graduates of UEL with businesses and communities of East London. As London continues to move east, and the region becomes the new home of sustainable and forward-thinking businesses, UEL aspires to be at the heart of this newly emerging ecosystem.

The RDCS Director will develop a regional ecosystem that builds skills and enterprise for a sustainable future, supports a wider vision for the RDCS and how it fits within the university and regionally. This individual will also launch and run this new Centre, which is a high-profile project at UEL.

Spread across three floors, the Centre will be a new space on the Docklands Campus that will be the catalyst for sustainable business, skills, and communities within the Royal Docks and the wider East London area. It will provide access to:

* + Affordable workspace and specialist facilities
  + Relevant academic/research expertise and a diverse talent pipeline
  + Impactful programmes to launch and grow businesses, and for professional development

The Centre will embed a culture of sustainability in everything we do with a commitment to support underrepresented groups and drive engagement between the University and East London.

The post holder will report to the Head of Employer Partnerships and Apprenticeships and will line manage the Sustainable Enterprise Centre Manager and the Community Manager.

## MAIN DUTIES AND RESPONSIBILITIES:

* Manage the operations of the RDCS
* Create and manage the RDCS Advisory Board
* Create and manage the Centre’s profit and loss statement
* Create and monitor the Centre’s operations budget and forecast
* Refine and promote the Centre’s strategy, including actions and programmes it will undertake
* Link with UEL’s internal pan-institutional ecosystem
* Plan skills and enterprise “pathways” with the engagement of both internal & external stakeholders
* Develop new partnerships and gain more value from existing relationships
* Embed an ethos of sustainability in all aspects of RDCS activities & spaces
* Write bids
* Liaise with the Directors of Careers & Enterprise in each School
* Report on established key performance indicators
* Strategy & paper writing

# PERSON SPECIFICATION

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

* A bachelor’s degree or equivalent (Desirable - A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria:**

* Experience in managing multiple stakeholders both internally and externally who may have competing priorities (A/I)
* Experience managing budgets and forecasts (A/I)
* Operations experience (A/I)
* Experience writing strategy documents (A/I)
* Business engagement or partnership experience (A/I)

**Desirable criteria:**

* Previous experience working in Higher Education (A/I)
* Previous experience with business support programmes (A/I)
* Bid writing experience with favourable outcomes (A/I)
* Commercial acumen (A/I)

**SKILLS AND ABILITIES:**

**Essential criteria:**

* Highly organised with an ability to manage multiple projects in a deadline intensive, multiple stakeholder environment (A/I)
* Excellent oral, written communication and presentation skills (I)
* Ability to process data and extract insight from it (I)
* Excellent inter-personal skills and ability to influence both internal and external stakeholders (I)
* Able to prioritise and meet deadlines (I)
* Must have the curiosity needed to solve problems (I)

**OTHER ESSENTIAL CRITERIA**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
* Willingness to work flexibly & travel if/when necessary (I)
* Ability to work independently

**Criteria tested by** **Key:**

A = Application form

I = Interview

C = Certification