

**Manchester  
Metropolitan  
University**



**We aim to recruit,  
develop and  
motivate great  
people to achieve  
great things.**



# Job Description



**Title:**

**Grade:**

<b>Directorate</b>	
Reports To (ie Job Title of Line Manager)	

<b>Department</b>	
Responsible For (Job Title of direct reports)	

## **Purpose of the Role** *(formerly Principal Accountabilities)*

**Key Responsibilities & Activities** *(formerly Key Tasks)*

# Person Specification

## Skills and abilities

### Essential

### Desirable

# General and specialist knowledge

**Essential**

**Desirable**

# Education and training

**Essential**

**Desirable**

## Relevant experience

**Essential**

**Desirable**

# Special requirements

**Essential**

**Desirable**

**Date of Review:**

# Our values

People are at the heart of everything we do. The right people, drawn from diverse backgrounds and experiences, are central to the realisation of our ambitions.

We look to colleagues at every level to collaborate and contribute sharing their ideas, making their voices heard, and working together across teams.

We are student-centred, and people-led, championing an inclusive and diverse community, and celebrating our colleagues' successes and achievements.

Feel supported and valued as a member of our community.



## We are student-centred

We place students at the heart of what we do, recognising every student journey matters and that every member of our University can positively impact the student experience.



## We are people-led

We recognise everyone's contribution and strive to ensure that both our students and staff achieve their full potential. We develop our staff to succeed, support each other and recognise individual needs, knowing we can achieve more when we work together.



## We are future-focused

We anticipate emerging opportunities and challenges and act on them; innovating to achieve real-world results and embracing change in teaching and learning as well as through our research.



## We are inclusive

We champion equality, diversity and inclusion through a transformative employee and student journey. We enrich our communities, and respect and improve the world around us.



## We are Manchester Met proud

We are proud to be a part of our University, and we are ready to tell the world about its successes. We are confident and enthusiastic about the difference we make in transforming lives and contributing to society.



# Rewards and benefits



These are just some of the benefits, rewards and opportunities available to you as a member of our community.

## Pay and reward

Receive a competitive salary recognising your skills and experience and benefit from national pay awards and a pay increase each year until you reach the top of your pay scale.

## Living Wage Employer

We are proud to be an accredited Living Wage Employer. All staff employed directly and indirectly by the University are paid the Living Wage Foundation's accredited rate, which increases each year.

## Contribution Zone scheme

There is a contribution zone scheme open to all colleagues at the top of their pay grade to recognise going above and beyond within their role. The use of contribution zones of pay grades is an important feature of the University's reward strategy, which gives all staff an equal opportunity to receive an additional increment to recognise exceptional achievement.

## Staff Bonus scheme

To recognise staff whose exceptional performance and contribution is helping the University's strategy there is a staff bonus scheme.

## Pension

Build up a guaranteed pension for life and have the peace of mind of life cover of three times your salary. By opting into our pension schemes, you will receive an average 24% employer contribution.

## Recognition

### Staff Awards

Our annual staff awards recognise outstanding contributions from individuals and teams. This peer led programme showcases the talent and commitment of colleagues and is an opportunity for us to come together and celebrate as one community at our live awards ceremony.

### Long Service Award

Colleagues who have completed twenty years of continuous service with the University will receive an award in recognition of their commitment and loyalty to the organisation.



# More rewards and benefits

## Health and wellbeing

Access to free and confidential counselling and wellbeing support 24/7, 365 days a year through our employee assistance programme. Receive occupational health support through our external provider Optima.

## Holiday entitlement

Enjoy 25 days annual leave (increasing to 30 after 5 years' service) at Grades 1-7 and 35 days for Grades 8 and above (pro rata for part-time staff) plus bank holidays and 3-4 discretionary Christmas closure days.

## Work-life balance

Benefit from flexible working opportunities including hybrid working, working family and caring arrangements, with enhanced maternity, paternity, adoption and parental leave, and supportive sickness absence pay.

## Career development

Whether you are looking at a more traditional career pathway or are open to the possibilities offered by a squiggly career, we want you to shape your career with us. This could be through Advance HE fellowship, our Academic Career Pathways, our Professional Services Career Programme or our Career Mentoring Scheme.

Our career model enables you to focus on your character, credibility, capability and career realities to advance your career.

For our academic colleagues, we offer career progression through the Academic Career Pathways and support for progressing from Lecturer to Senior Lecturer, Reader and Professor through our promotions processes.

## Discounts and perks

We have an employee membership program with access to a range of discounts including gym membership, physical therapy, travel and a wide range of retail offers.

## Travel

Our campus is easily accessible by public transport, and we offer staff discounted loans and passes for travel on buses, Metrolink and trains across the region. We also have an Electric Vehicle Salary Sacrifice Scheme and our discounted Cycle 2 Work scheme, plus use of campus cycle shelters, bike stands and shower facilities.



# Professional Services



## A home for ambition, opportunity and impact

### Our purpose:

To enable our students and colleagues to achieve their best.

### Our vision:

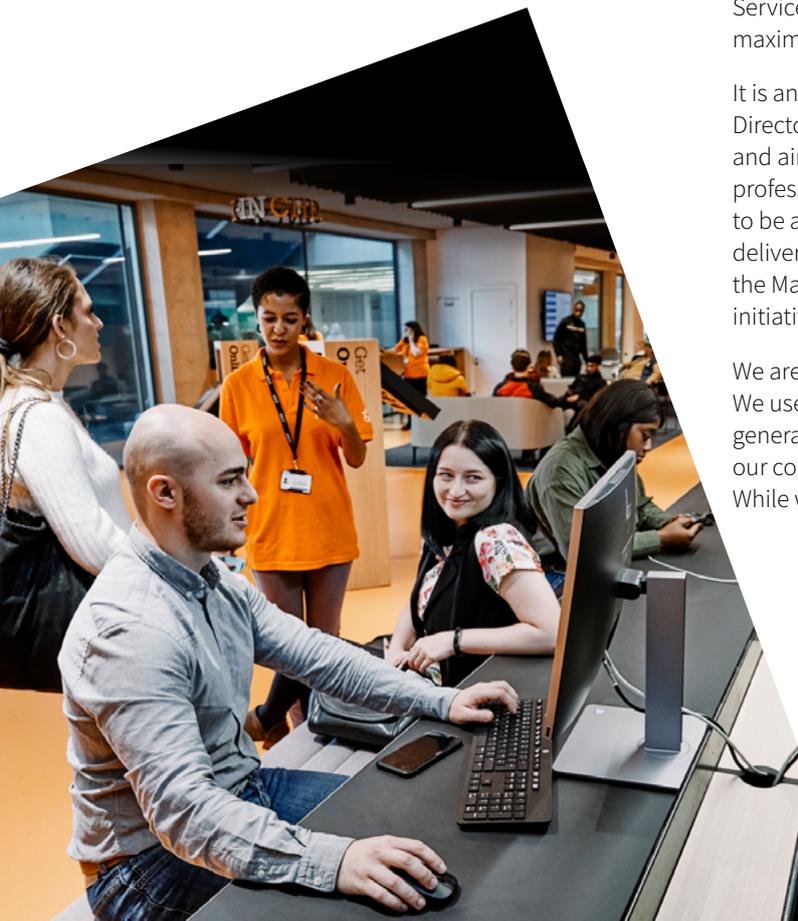
To set the bar for Professional Services within the Higher Education sector, working as one University to drive the strategic agenda and deliver our ambition and goals.

Professional Services (PS) is responsible for the delivery of a wide range of student and academic facing services and the delivery of all business operations, including the ongoing development of the University's estate and infrastructure. We are confident in our ability and single-minded in our focus on achieving the University's goals, providing leadership and expertise to enable students and colleagues to thrive and succeed.

We work as an integrated team, with colleagues aligned with their professional specialism, and largely co-located in collaborative working environments. Expert Business Partners work alongside the leadership of each faculty, providing strategic advice and information to deliver the Faculty's and the University's priorities. Professional Services teams are based in faculties where this location maximises their efficiency and effectiveness.

It is an approach that offers several advantages. Our Directorates have a clear sense of their priorities and aims. Our people have more opportunities for professional progression. And, above all, it enables us to be agile, effective, and efficient, an outlook that has delivered many successes – from the transformation of the Manchester campus to the delivery of exciting new initiatives such as the School of Digital Arts.

We are open and transparent about our performance. We use the wealth of management information generated by our systems, together with feedback from our community, to drive continuous improvement. While we compare ourselves with other universities



to benchmark our performance and identify areas for improvement, we aim to stand out, setting a high bar for Professional Services in the Higher Education Sector.

We look to colleagues at every level to collaborate and contribute – sharing their ideas, making their voices heard, and working together across teams. Our directors meet frequently, while our extended leadership team comes together through away days, regular events and adhoc meetings, supporting our collective approach to planning, strategy and service delivery.

We are confident that our vision to set the bar for Professional Services in the Higher Education Sector is realistic and achievable, and we welcome like-minded colleagues who will help us to excel as a Professional Services organisation and as a university.

## Our Directorates

**Academic Services** provides leadership, management and support across a broad portfolio of activities that contribute to an excellent student experience and success in research.

**The Apprenticeships Unit** oversees the implementation of the University's Degree Apprenticeships Strategy and coordinates the development and delivery of our Degree Apprenticeship programmes.

**Business Engagement and Partnerships** delivers impactful activities and relationships with third parties which benefit our students and apply our research, to contribute strategically to our core education and research priorities.

**Estates, Facilities and Capital Development** supports our students and staff by building and maintaining a sustainable, safe, and welcoming campus.

**External Relations** connects us with the wider world – attracting new students, managing our brand, developing global partnerships and supporting our alumni community.

**Finance and Procurement** ensures the financial sustainability of the University through the provision of effective financial management, stewardship, procurement and transactional services.

**IT and Digital** ensures we harness technology to

underpin our operations and drive our development, from IT support and data storage to cyber security and technology enhanced learning.

**Legal and Governance** provides a high-quality professional service in the areas of legal advice and risk management support, information governance, University governance and secretariat services, and insurance.

**People and Organisational Development** supports our people to use their collective talents to deliver high quality work. We develop policies, processes and mechanisms to enable people to progress in their careers, be fairly and well-rewarded and enjoy a healthy working environment where they can thrive.

**Research and Knowledge Exchange** drives and delivers the University's research strategy to enable high quality, collaborative and sustainable research. We provide support across the full research and knowledge exchange lifecycle from application to delivery and impactful outputs, enriching the environment for researchers and PhD students.

**Strategic Planning** lays the foundations for our future – managing our institutional and faculty planning, monitoring our performance and supporting our strategic developments.



# Our equity, diversity and inclusion statement

Manchester Metropolitan University is proud of its diverse community of employees, students and visitors.

## A University with a voice

We are committed to creating an intentionally inclusive culture of belonging that promotes equity and celebrates diversity. We believe that having a diverse and inclusive workforce makes us a stronger university with better outcomes for our students, research and business partners.

## Staff equity networks

We are advancing equity, diversity and inclusion (EDI) for all of our communities, striving to create a positive culture of inclusion for all.

The University values its five staff equity networks - Disability, Gender, Rainbow (LGBTQ+), Race and Working Parents and Carers. The staff equity networks provide a voice for University staff to engage with and consult on equality and diversity-related matters, policies and procedures.

## Athena Swan Charter Bronze Award

We are proud to have received an institutional Athena SWAN Bronze award showing our commitment to gender equality. The charter aims to advance gender equality in HE and specifically seeks to advance the careers in Science, Technology, Engineering and Maths.

In May 2015 the charter was expanded to recognise work undertaken in Arts, Humanities, Social Sciences, Business and Law (AHSSBL), and in professional and support roles, and for trans staff and students.

The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women and makes explicit acknowledgement of intersectionality in its remit.

## Race Equality Charter Bronze award

We have been awarded a Bronze Race Equality Charter Award by Advance HE. The award recognises our work to identify and commit to actions we will take to improve the representation, progression and success of Black, Asian and minority ethnic staff and students.



# How to apply

We appreciate the effort and commitment involved in making a job application and want to make sure you have a positive experience when applying for a role with us.

## Your application

We shortlist our candidates against the criteria on the person specification section of the job description. We recommend that you address how you meet the person specification as part of your application. Try to do this by making sure that your application draws on your experience to provide relevant examples – this doesn't always need to be from employment experience.

If you believe that you could add value to our organisation but don't meet all of the essential criteria for the role, we would still love to hear from you. You can contact the recruiter to discuss the value you could bring to our organisation.

We will keep you updated on the progress of your application with us throughout the process.

## Your assessment

Our process is tailored to the role that we're recruiting, and we measure our success by the impact we make, so expect to bring your real-life skills into the recruitment process. From competency-based interviews, to teaching sessions and interactive assessments, this varies on the type of role you apply for, meaning that you will get the chance to show us exactly what you're brilliant at doing.

At interview, you will be asked to bring proof of your right to work in the UK, along with evidence of any relevant qualifications.



## Disability Confident Leader

We are a Disability Confident Leader, and you will have opportunity as part of your application to let us know if you would like your application to be considered under the Disability Confident scheme.

Where we have indicated the role is as part of this scheme, you will be guaranteed an interview where you meet the essential requirements of a role.

Read our Guidance and FAQs for Candidates who have a disability or long-term health condition before making an application as we can provide adjustments to ensure that candidates with a disability or those with a long-term health condition can participate on equal terms with non-disabled candidates.

## Accessibility

If you have any specific accessibility requests or would like to discuss reasonable adjustments, please do not hesitate to get in touch: [manmetjobs@mmu.ac.uk](mailto:manmetjobs@mmu.ac.uk)  
0161 247 6820

## Armed Forces Scheme

We are committed to giving support to members of the Armed Forces and veterans through our work on the Armed Forces Covenant and through our receipt of the Employer Recognition Scheme Gold Award.

The aim of our Armed Forces Guaranteed Interview Scheme is to ensure that any members of the Armed Forces and veterans are not disadvantaged through the application process. Those who would like to have their application considered under the scheme will have opportunity to indicate this as part of their application.

Manchester Metropolitan University  
All Saints  
Manchester  
M15 6BH

[mmu.ac.uk](http://mmu.ac.uk)

0161 247 2000

Follow us @ManMetUni

We are committed to ensuring that all of our materials are accessible. This brochure is available in a range of formats, such as large print, on request via [marketing@mmu.ac.uk](mailto:marketing@mmu.ac.uk)