



*The original redbrick
university and a member
of the Russell Group*

Professional Services

Director of Sir Peter Rigby Centre for Enterprise

Area: Student Experience and Enhancement

Job Ref: 082146

Location: University campus

Grade: 9

Salary: £59,421 - £73,043

Working Hours: Full time, 35 hours per week

Tenure: Permanent



*Outstanding development
opportunities through
our Academy*

Online application > Shortlisting > Interview Process > Job Offer



*Campus located in
the heart of the vibrant
city of Liverpool with
excellent facilities*





About the Role



Role overview and University context:

The Director of the Sir Peter Rigby Centre for Enterprise provides strategic leadership and vision for enterprise across the University. As a formal member of the Student Experience and Enhancement (SEE) Senior Executive Team within the Directorate of SEE, the postholder will work closely with the Director of SEE, Director of Careers and Employability and other senior University colleagues, to deliver high-quality, innovative, sector-leading enterprise support to students and recent graduates, and to produce year-on-year improvements in the University's employability rankings. The postholder will also work with the University's Director of Research, Partnerships and Innovation (RPI) and the Director of the Brett Centre for Entrepreneurship to ensure that this support is respectively made available to early career academics and aligned with the development of entrepreneurship support within the student curriculum respectively.

Over time, the Director will be responsible for developing a staff and resources base to ensure the Centre thrives. This implies building and maintaining strong links with a range of organisations – both internal and external to the University - including employers, government departments and other key networks. The postholder reports to a new Board which is being established to oversee the work of the Centre, and directly to the Chair of the Board, currently the University Provost and Deputy Vice Chancellor.

Key Responsibilities and Duties:

- To provide overall leadership for, and management of the Sir Peter Rigby Centre for Enterprise, developing, testing and implementing a transformative plan for enterprise across the University, which enables the University to achieve its strategic ambitions, while at the same time providing students and early-career staff with access to a range of opportunities, options and expert insights.
- To provide leadership and support in the field of enterprise: to lead, promote, and implement the University's strategic ambitions in this area.
- To support the Director of SEE and the Director of RPI in developing and maintaining effective working partnerships with colleagues, students, and external stakeholders, which are conducive to the achievement of the University's strategic aspirations in respect to enterprise.
- As a formal member of the SEE Senior Executive Team, to contribute and support initiatives designed to make significant improvements to the student experience.
- Delivering key projects to enhance student enterprise and staff spinouts; providing expert insight into enterprise trends, advising Faculties and Schools on measures to support enterprise, and developing networks with external organisations.
- Working in partnership with the Director of SEE and the Director of Careers and Employability, to develop and deliver sector-leading, market-informed, student and junior academic staff-focused employability opportunities designed to enhance the career prospects of University of Liverpool students, particularly



About the Role



those from under-represented social, economic, or cultural backgrounds, and promote enterprise and entrepreneurship amongst junior staff.

Strategic Responsibilities:

- To support the Directors of SEE and RPI in the provision of leadership across the University for enterprise, working in close co-operation with SEE and RPI senior managers.
- To provide expert and informed advice and guidance to University colleagues, including Faculty/Schools-based managers, on key issues concerning enterprise, including market intelligence and other relevant strategies as required.
- To play a key role in establishing and maintaining the University's reputation and profile nationally and internationally on issues relating to enterprise, benchmarking, and contributing to the development of KPIs so that the University can be seen as exemplifying best practice and learning from the experience of others.
- To lead, organise and direct the work of the Sir Peter Rigby Centre for Enterprise, ensuring all objectives are met and that a team is assembled that operates efficiently and effectively.
- To promote a culture of excellence, inclusivity, and performance management.
- To support the wider University, working with the Directors of SEE and RPI and other University colleagues on matters of strategic importance.
- To work with colleagues to ensure the Centre is financially sustainable and funding is secured to ensure its ongoing operation and expansion.

Operational:

- To manage the work of Sir Peter Rigby Centre for Enterprise, including all staff and allocated budgets.
- To work in partnership with academic colleagues in Faculties and Schools to enhance enterprise work by students and junior staff.
- To monitor and report on the performance of the Sir Peter Rigby Centre for Enterprise and to benchmark it against a selection of leading UK and international enterprise teams.
- To position the Sir Peter Rigby Centre for Enterprise so that it makes a significant and measurable contribution to the achievement of the University's ambitions, particularly those related to Graduate Outcomes and staff spinouts.



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- To work with the Director of Careers and Employability to make use of Graduate Outcomes and other data, and information from other sources, and to use this to help shape enterprise policy and practice across the University.
- In partnership with Careers and Employability: to develop and maintain effective links with regional and national sources of investment finance for small businesses, directly linking these stakeholders to students and staff supported by the Centre.
- In partnership with Careers and Employability, develop and maintain effective links with graduate recruiters and other regional, national and international stakeholders.
- To review on an on-going basis all aspects of the work of the Centre, to enable it to reflect and challenge the needs, priorities and aspirations of our students and junior staff.
- To ensure compliance and implementation of the University's risk management policies and procedures, for Health and Safety and information security.

Managerial:

- As a senior manager, to participate in the SEE Senior Executive Team and to support the activities and priorities of the Directorate.
- To line-manage senior colleagues in Enterprise as they are appointed and to ensure that all KPIs are achieved.
- To support the continuing professional development of staff within and beyond the Centre as this relates to enterprise.
- To undertake such other duties as may be required from time-to-time by the Provost and Deputy Vice Chancellor which are commensurate with the level of responsibility of the role. This may on occasion include deputising for the Directors of SEE or RPI on relevant matters.

As a senior member of the Directorate of Student Experience and Enhancement the post holder will be expected to:

- Contribute to initiatives designed to support the enhancement of the student experience.
- Support and contribute to key University activities such as Welcome Week, Graduation, Examinations, Timetabling and other student-related events and opportunities, e.g. study abroad and volunteering.



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- Be committed to continuous professional development, undertaking training as appropriate.
- Be aware of key policy developments impacting on higher education and the student experience and up to date on policy updates specific to your role.
- Contribute actively to the success of the University, promoting its goals and ethos and working as a single team for the enhancement of the student experience.

In addition to the above, all University of Liverpool staff are required to:

- Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.
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- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the University's Professional Development Review scheme and take a proactive approach to own professional development.
- Demonstrate customer service excellence in dealing with all stakeholders.
- Embody and uphold the University's Vision and Values.



About You



Essential Criteria		Desirable Criteria
Experience		
1.1	Significant experience of leadership within or connected to higher education, including management of staff and resources.	Experience of working in a target driven environment.
1.2	Proven record in building, leading and managing a team.	Evidence of commitment to managing staff performance and of focusing activities and teams so that strategic goals are prioritised and achieved
1.3	Significant experience of higher education enterprise work	Evidence of experience of working in a customer focused environment and delivering exceptional customer service to stakeholders
1.4	A detailed knowledge and understanding of current issues in enterprise and the development of small businesses, with a particular focus on the university sector.	
1.5	A results and delivery track-record, evidence of setting and achieving clear and challenging performance goals.	
1.6	Able to manage projects and operations within budget	
1.7	Evidence of working collaboratively across organisational boundaries	
1.8	Evidence of a proactive approach to generating new ideas, seeing, and seizing opportunities and the ability to create and communicate these plans	
1.9	Demonstrable experience of policy development and the delivery of projects	
Education, Qualifications and Training		
2.1	To be educated to degree level (or equivalent)	Higher degree or diploma within related field, e.g. enterprise, entrepreneurship, or substantial experience in developing small businesses in a commercial environment



About You



2.2		An ability to demonstrate continuous development - constantly acquiring and refining skills and expertise in new or related areas
Skills, General and Special Knowledge		
3.1	An ability to think in strategic terms and a willingness to exercise leadership.	A thorough understanding of the pressures facing the higher education sector
3.2	The capacity to innovate and support change management	Detailed knowledge and understanding of working within a higher education context to enhance enterprise and/or entrepreneurship.
3.3	An ability to develop and manage plans of work within the context of the University Strategy.	Detailed knowledge of governance in higher education
3.4	Excellent leadership, team building and decision-making skills combined with the ability to motivate staff within an ethos of individual and collective responsibility for actions and exemplary service delivery.	
3.5	Excellent communication and interpersonal skills to engage and influence colleagues	
3.6	Excellent project management skills within a demanding environment	
3.7	The capacity to be a constructive team player	
3.8	The ability to represent the University externally	
3.9	Demonstrable personal and professional commitment to the University's strategy, vision and values	
Personal Attributes and Circumstances		
4.1	An enthusiasm for, and commitment to, enhancing the student and staff experience.	Excellent senior stakeholder management skills
4.2	An ability to establish good working relationships and engender confidence at all levels	Solutions focused and motivated by enabling others to achieve against their strategic goals
4.3	Self-motivated and highly organised, with the ability to prioritise effectively.	
4.4	Able to manage a diverse workload and to work under pressure	



About You



4.5	Commitment to customer service excellence principles and practice	
4.6	A positive attitude demonstrating personal credibility and integrity and authority	
4.7	The ability to represent the University externally	
4.8	Demonstrable commitment to the University's strategy, vision and values	



About Us



Established in 1881, we are an internationally renowned Russell Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best Universities both nationally and globally, and the majority of our research is rated world leading or internationally excellent. Find out more [here](#).

Our Areas

When you work at the University of Liverpool you are more than just your job role. You are a crucial part of our mission to improve lives on a local, national and international scale. Click on the relevant links below for more information on area you will be working in.

[Student Experience and Enhancement - University of Liverpool](#)

Why Work Here

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague's wellbeing and development. Discover more [here](#).

Moving from abroad

As a global University, we welcome applicants from all nationalities, moving from a different country can be challenging and we would like to help as much as we can, we have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more [here](#).

Our Staff

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what they have to say [here](#).



About Us





How to Apply



The University of Liverpool is committed to being an inclusive employer. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Contacting us

If you would like an informal discussion about the post, please contact Dr Paul Redmond, Director of Student Experience and Enhancement (email: Paul.Redmond@liverpool.ac.uk)

Application process

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account [here](#).

Once you submit your application you will receive an automatic email acknowledgment. You can view your application any time by clicking into the application history section of your account.

Job Description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

Right to work

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. The UKVI have an interactive tool allowing you to immediately see if vacancies are eligible for a Skilled Worker visa. You will need to know the SOC code for the role, our most used SOC codes can be found [here](#), if none of these apply to this role, there are more codes on the eligibility checker. The skilled worker eligibility checker can be found on [GOV.UK](https://www.gov.uk).



How to Apply



Disabilities and alternative formats

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies of documentation in alternative formats, please email: jobs@liverpool.ac.uk or telephone 0151 794 6771.

Outcome of your application

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

