

**Job Description for the Post of
Business Villages Manager (Ref: BV09/1)**

1. **General Details**

Job Title:	Business Villages Manager
Location:	Executive Business Unit
Normal workbase:	To be agreed (*see special conditions)
Tenure:	Permanent
Salary:	Grade 7, currently £30,595 - £35,468 per annum

2. **Job Purpose**

Context:

Staffordshire University is committed to provide high quality business accommodation throughout Staffordshire. Currently, the University has 18 units in Lichfield, 42 in Stafford and 50 in Stoke (15 in the Creative Village). Further developments may take place via University partnerships in other towns across the county in the future. This initiative supports entrepreneurialism, helps with regional graduate retention, and diversifies our income base. With full occupancy, this activity generates a surplus for the University. Business Villages (and Creative Village) are a critical part of what does create a difference in Staffordshire University.

Located within the Executive Business Unit, the Business Villages Manager will operationally oversees all activity linked to these Villages, but who also help to develop and implement the future strategic vision, including involvement in curriculum development and related activities, identifying and securing new sources of funding and playing a pro-active role in the overall regeneration of the region. The role is intended to embrace the culture of change necessary to achieve the University's aims for income diversification and regeneration; as a consequence the post will include championing the Business Villages model to staff from across the University and beyond.

3. **Relationships**

Responsible to:	Business Manager, Executive Business Unit
Responsible for:	Business and Creative Villages' administration team (5-6 staff)

4. **Main Activities**

- § Manage the operation and further development of the University's Business Villages and Incubation and start-up facilities with a particular emphasis on the needs of the client-base and the 'village community' concept
- § Ensure that customer services are of the highest quality and that professional cost-effective administrative support is provided at all times appropriate to the clients. This will entail close working with University services as this client group has unique needs amongst the University's traditional range of customers.
- § Effectively market both the corporate concept of business villages and the units / facilities themselves. We expect occupancy to average 85%.
- § Provide a high-level business equipment knowledge base, in association with Staffordshire University Information Services.
- § Work effectively with chosen commercial agents
- § Monitor use of facilities and ensure best practice is observed
- § Ensure effective payment / debtor control systems are in-place
- § Create, monitor and implement budgets and budgetary controls with the support of the Business Manager and Financial Services
- § Ensure Health and Safety, DES, DDA and Food and Hygiene compliance, in association and with the support of University Services
- § Collect data required for reporting and provide information for internal and external use.
- § Edit and distribute a regular newsletter / make contributions to other appropriate newspapers etc.
- § Maintain strong and effective working relationships within Faculties and other Services

- § Act as the University Member of designated key working groups.
- § Underpin the University's enterprise activities by providing advice and liaison
- § Supporting incubation/start-up projects that underpin strategic initiatives, including the University Quarter.
- § Contribute to University business and strategic plans and operating statement.
- § Proactively support projects underpinning the University's income generation and diversification objectives.
- § Develop synergistic linkages with external partners especially within the regional context, for example Staffordshire County Council, Stoke City Council, Partnerships and relevant agencies. Facilitating the development of external partnerships to create the potential for collaborative ventures, which are within the remit of the University's strategic plan, and provide opportunities to increase the University's business enterprise activities.

5. Person Sought

Essential Criteria:

- § Educated to Degree level or equivalent level of work experience
- § High level communications skills
- § Customer oriented / focussed
- § Have financial acumen and a demonstrable understanding of the budgetary process
- § Understand the needs and requirements of the self-employed and/or a small business
- § Empathetic with the needs of entrepreneurs of all ages, gender and cultural backgrounds, including social enterprise
- § Flexible in approach, with a 'can do' attitude
- § Dynamic, energetic, enthusiastic, creative
- § An effective team player
- § Detailed knowledge of typical business software including telephony systems
- § Detailed knowledge of standard IT hardware
- § Ability to travel which may involve access to a car
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- § Experience of staff management
- § Experience of working effectively in an organisational environment on multiple sites and with multiple stakeholders
- § Demonstrable knowledge of marketing and promotion; experience of selling managed workspace would be particularly desirable.

6. Special Conditions

This is a permanent, 1.0fte post.

The Executive Business Unit is a flexible team providing the executive team with a broad range of support and, although each member has a specific focus to their job role, it is important that appropriate levels of collegiate working and mutual support operate within the team. Operations are located in multi-sited locations across all Staffordshire University campuses. This currently includes Stafford, Lichfield, Stoke-on-Trent site in Shropshire and East Staffordshire. This postholder may be required to work at any of these sites in the course of their job role.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

October 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 16 NOVEMBER 2009

Interviews for this post will be held on 30 November 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.