



## Pro-Vice-Chancellor, Finance and Infrastructure

**Candidate Pack**

February 2019

## Background

Bath Spa is a modern, progressive university, aspiring to be a world-class institution in creativity, culture, enterprise and education. Offering a wide range of courses across the arts, education, social sciences and business, the University is a vibrant and diverse community of talented students and staff. With innovative teaching and learning, focused research excellence and state-of-the-art facilities, we put our students at the very centre of all we do.

The University is now looking to appoint a Pro-Vice-Chancellor, Finance and Infrastructure, who will be a key member of the leadership team. You will be the CFO of the institution, and also lead key aspects of the institution including estates and IT. You will be a member of the Vice-Chancellors executive team, and work closely with an engaged and dynamic governing body. Among your key responsibilities will be participating in the development of and implementation of the core BSU strategy, ensuring that finances and resources are in place.

You will have proven financial management skills and will have successfully led large, service-oriented teams. You will bring strong skills in strategy and policy development, balanced by a track record of delivery and the know-how to quickly master a broad and varied portfolio. Outstanding leadership skills and the ability to inspire confidence in a team of senior managers are key. You will be able to take a collegial approach to working with a senior team that includes a Vice-Chancellor and Governors, in order to deliver the University's strategic aims.

## About Bath Spa

At Bath Spa, we place great importance on collaboration, and we make sure our people are engaged and empowered by blending digital technologies, international perspectives, work-oriented connections and inspirational teaching. We enjoy an increasing international profile, and the global opportunities this provides for staff and students.

We pride ourselves on putting our students at the heart of everything we do and aim to provide a caring and friendly environment in which students are treated and respected as individuals.

Our talented teaching staff bring a practical, interactive approach to their teaching. Many are continuously researching and are famed in their fields of study.

Award-winning actor Jeremy Irons, who was installed as Bath Spa University's first Chancellor in 2016, sums up the essence of the University:

*"The arts stir our emotions like nothing else. They inspire action and change human behaviour, so we must not underestimate their potential impact when investigating and addressing societal and global issues. Bath Spa University is a very special place. Its heritage spans diverse institutions and it has several beautiful locations around Bath and beyond. But creativity unites it at its core. In their many different ways, students, staff and alumni are able to combine to form a constellation of brilliance! And we need to celebrate that."*

Our one minute perspective: [www.youtube.com/watch?v=DQZ40358JHc](http://www.youtube.com/watch?v=DQZ40358JHc)

## Our vision

Our strategic vision is to be a leading university in creativity, culture, enterprise and education. This vision is underpinned by three principles: we are ethical, we are academically led and we are focused on all our students acquiring the distinctive set of Bath Spa attributes. These attributes are recognisably ours, and brought together they bind and drive the elements of our strategic planning. Our current strategic cycle comes to an end in 2020, and the new appointee will make a key contribution to our ongoing strategy and its delivery.

Our graduates will be:

- Employable: equipped with the skills necessary to flourish in the global workplace, able to work in and lead teams;
- Able to understand and manage complexity, diversity and change;
- Creative: able to innovate and to solve problems by working across disciplines as professional or artistic practitioners;
- Digitally literate: able to work at the interface of creativity and technology;
- Internationally networked: studying abroad for part of their programme, or studying alongside students from overseas;

- Creative thinkers, doers and makers;
- Critical thinkers: able to express their ideas in written and oral form, and possessing information literacy;
- Ethically aware: prepared for citizenship in a local, national and global context.

## Offering a distinctive experience

The University's location in the world heritage city of Bath provides the backdrop for delivery of outstanding academic programmes. A practitioner focused approach to teaching features studio and small group learning supported by the latest digital technologies. The University works in partnership with the cultural and creative industries as well as regional, national and international education partners to produce work-ready graduates who are socially engaged, global citizens.

## Engaged in research with impact

We encourage research that transcends the boundaries of different disciplines. We have established strengths in Art and Design, Music and Performing Arts, Humanities and Creative Writing and Education. These priority areas are being developed and the University's reputation enhanced by increasing external funding, growing postgraduate research and teaching activity, enhancing international partnerships and maximising impact and engagement.

We have three university-wide research centres:

- Centre for Environmental Humanities
- Centre for Transnational Creativity and Education
- Centre for Culture and Creative Industries

Learn more about our research strategy at: [www.bathspa.ac.uk/research-and-enterprise/research-strategy/](http://www.bathspa.ac.uk/research-and-enterprise/research-strategy/)

## Our schools of study

Each of our academic Schools of Study has a Dean and all teach a variety of undergraduate degrees (Bachelor of Arts (BA) or Bachelor of Science (BSc)), postgraduate degrees (Master of Arts (MA) or Master of Science (MSc)). The Schools also carry out academic research including the support of PhD and MPhil students. The University has three Schools of Study:

### **BATH SCHOOL OF ART AND DESIGN**

A multidisciplinary approach is at the heart of our offer at Bath School of Art and Design and the range of exceptional equipment and workshops in wood, metal, ceramics, textiles, print, photography, plastic, casting, paint, fashion, together with digital technologies, support this experience.

## **COLLEGE OF LIBERAL ARTS**

The College of Liberal Arts brings together a wide variety of subjects from the arts, humanities, social sciences, and sciences. The College consists of five fields: Bath Business School, Creative Industries, Sciences and Social Sciences, Humanities and, Music and Performing Arts. We encourage collaboration, critical thinking, creative curiosity, dialogue and debate and provide opportunities to study across more than one field.

## **INSTITUTE FOR EDUCATION**

The Institute for Education has been leading and inspiring students, teachers and other education professionals since 1946. Our aim is to promote excellence and expertise in educational research and professional practice across the globe.

## Our campuses

### **NEWTON PARK**

The largest of our campuses is a mix of history and modernity set in stunning parkland leased from the Duchy of Cornwall. It has a busy campus in an idyllic rural setting, only four miles from the city centre of Bath. It has excellent facilities, from the ultramodern academic building 'Commons' to the purpose-built concert hall, the Michael Tippett Centre. The historic buildings on campus are also used for teaching and study space. Students might find themselves working in the 14th century castle tower, a scheduled ancient monument.

### **SION HILL**

Sion Hill campus is the main base for Bath School of Art and Design. Sion Hill is in a stunning setting and grounds, in the Lansdown district of Bath – a residential area of the city renowned for its architecture and within walking distance of the city centre. The campus has some of the most modern specialist art facilities in the UK. It boasts some of the most advanced resources for art and design students, including graphic communication studios, electronic media workshops, studios for art, textiles and sculpture and workshops for wood, etching, lithography and silkscreen.



## **CORSHAM COURT**

Corsham Court in Wiltshire is a specialist centre for the University's postgraduate teaching and research. The vibrant community of postgraduate and research students benefit from a unique study environment with state-of-the-art modern facilities in an historic building dating originally from 1582.



## **LOCKSBROOK ROAD**

The University purchased the former Herman Miller factory on Locksbrook Road in 2016, and is in the process of transforming it into a fantastic new campus for Bath School of Art and Design. The building is in a central location and close to student accommodation on Lower Bristol Road and Oldfield Park. As a former factory used by Herman Miller, it is part of Bath's industrial history.

## Beautiful Bath

Bath is one of the world's most beautiful and historic cities. Situated in the South West, it is England's only city to qualify as a UNESCO World Heritage Site. The iconic architecture of sites such as the Roman Baths, Royal Crescent, Circus, Pulteney Bridge and Bath Abbey are known the world over. With two universities and a large college, Bath is also a city with a great student buzz. As well as an abundance of pubs, cafés and restaurants there is also an exciting live music scene with plenty of involvement from Bath Spa students! Bath is well known as a city of festivals and arts and we are proud of the important role we play in these areas. We are a major sponsor of Bath Festivals and our students, staff and alumni are also hugely involved.



# The Role

<b>Post Title:</b>	Pro-Vice-Chancellor, Finance and Infrastructure
<b>School/Department:</b>	Finance
<b>Line Manager:</b>	Vice-Chancellor
<b>Post:</b>	
<b>Grade:</b>	Senior Staff

## Job Purpose

The Pro-Vice-Chancellor, Finance and Infrastructure will lead, direct and oversee the finance and audit functions of the University, formulating and implementing strategies, providing fit for purpose services and promoting developments across the University in order to achieve effective and efficient delivery of academic, business and administrative activities, while ensuring robust financial control and compliance, and demonstrating value for money. The appointee will also have responsibility for leading the estates and IT Services activities of the institution.

## Main Duties and Responsibilities

### Finance

- Ensure that financial strategies appropriate for the University, including those for investment, funding and tax, are developed, implemented and communicated, ensuring continued financial sustainability.
- Deliver sound financial, treasury management and budgetary control systems and processes, including business partnering arrangements, which ensure that the University’s financial resources are managed responsibly and effectively.
- Ensure that robust financial reporting systems are developed and maintained, to provide clear information to governors, managers, budget holders and stakeholders, and which maintain the confidence of regulators.
- Ensure that appropriate financial regulations and accounting procedures that enable budget holders to manage finances effectively are developed and maintained.
- Support and encourage the expansion of commercial activity and alternative income streams through leading the development of appropriate business models and arrangements.
- Provide tuition fee and bursary arrangements to enable achievement of income targets, ensuring students receive appropriate levels of financial support, and satisfy regulators are developed and maintained.

- Ensure that effective and efficient procurement strategies and procedures exist and operate as intended.
- Provide the institutional lead for value for money improvement, together with necessary reporting arrangements.
- Ensure that effective payroll procedures that ensure staff are paid on time, and that satisfy HMRC requirements and pension agencies, are developed, implemented and maintained.

## **Estates**

- Oversee the ongoing development of the Estate and, through line management of the Director of Estates, manage the university's estate in an effective and efficient manner.
- To develop a Capital Investment Plan.
- To ensure the efficient use of the University's financial, physical and intellectual assets in support of its strategy and plans.

## **IT Services**

- Work with the Director of IT Services to develop and deliver strategic and operational plans to meet the information system needs of the University, developing appropriate architecture and effective systems for student learning and support, and for business management, ensuring that databases and applications are integrated to facilitate user friendly information reporting arrangements;
- Similarly develop and deliver strategic and operational plans for the underpinning information infrastructure so that schools and service departments can meet their objectives and the University can continue to rely on a first class network and other services;
- Oversee the broad strategy for information services in the institution and work with the Director of IT Services to ensure its delivery;

## **Audit**

- Lead in the arrangement and planning of the audit function.
- Ensure compliance with internal and external audit recommendations including maintenance of a database of all recommendations that underpin internal control systems.

## **General**

- Lead the creation of a responsive and progressive culture across all of these Departments, with a management approach focused on customer service delivery.
- As a member of the Vice-Chancellor's Advisory Group, contribute to the formation and delivery of University strategy.

- Work closely with senior colleagues and others, demonstrating exemplary leadership within the institution.
- Engage in the broader cultural life of the University.
- Represent the University at external meetings and events.
- Perform other duties, as required, commensurate with the responsibilities of a senior member of staff.

## **Close Working relationships:**

- Chairs of the Finance & Infrastructure and Audit Committees
- Vice-Chancellor, Deputy Vice-Chancellor and Pro-Vice-Chancellors
- Deans
- HR Director (especially for establishment and reward arrangements)
- University Secretary
- Professional Services Directors

## Person Specification

### **Qualifications/Experience:**

#### Essential:

- Qualified accountant (ACA, ACCA, CIMA, or CIPFA).
- Experience of successfully leading and managing teams at a senior level.
- Experience of preparing financial statements, financial forecasts, annual budgets and investment appraisals.
- Experience of the higher education sector, or a similar knowledge intensive sector.

#### Desirable:

- Experience of tax arrangements relating to the charitable sector.
- Experience of having led, or engaged closely with, the other service areas (Estates, IS) within the portfolio.

### **Skills & Knowledge:**

#### Essential:

- Excellent oral and written communication skills.
- Excellent interpersonal and influencing skills with a track record of successful leadership and people management.
- Digitally literate.
- Proven commercial acumen.

## How to Apply

To apply please send a cover letter along with a CV to [bathspa@minervasearch.com](mailto:bathspa@minervasearch.com) by no later than 8 April 2019.

For more information please visit [www.minervasearch.com/bathspa](http://www.minervasearch.com/bathspa).