

# Director of Business & Operations

<b>Salary range:</b>	£27,830 - £29,515 (FTE)	<b>Closing Date:</b>	22 <sup>nd</sup> April 2022
<b>Mode:</b>	Permanent, 30 hours per week (0.8 FTE), option to work full-time	<b>Interview Date:</b>	w/c 25 <sup>th</sup> April 2022
		<b>Start Date:</b>	As soon as possible

## The Employer

Nexus ICA is a faith-based higher education provider that exists to equip those who are passionate about music & worship. You will be joining a vibrant Christian community filled with skilled professionals who are committed to helping our students hone their craft, grow in their faith, and become all they were created to be.

The staff are dynamic, energetic, caring and devoted to providing our students with the best environment possible for learning in all areas of life. All staff are involved in a wide range of activities that are deliberately created to enhance the learning experience. We are future-facing, focused and committed to developing an educational platform that pushes the boundaries of expectation in the Higher Education sphere. Our mission and values statements (available on our website) permeate every area of life at Nexus ICA and are fully upheld and demonstrated by each staff member.

## Purpose

Nexus ICA is committed to excellence and integrity within all areas of business and operations. This role ensures that these standards are met and outworked both in practice and within the culture of the institute. The role also involves the developing of structures and systems that ensure legal compliance, financial stability help and further the mission of Nexus ICA.

The Director of Business and Operations will be a highly creative, motivated and organised individual who is skilled at managing and developing existing systems and staff. They will have a passion for the growth and development of people, systems, policy and business strategy and will be able to show significant initiative in overseeing and developing these areas in line with the vision and needs of the institute. Due to the critical nature of the role, applicants will need to be diligent and reliable and possess excellent time management and organisational skills.

Nexus ICA exists within a Christian faith-based context, and due to the fact that this a leadership role, you will need to be part of the Christian faith and understand that the values of our faith inform and give reason to our life and work here.

## Key Areas of Responsibility

### Business & Finance

- Overseeing Nexus ICA as a business concern, designing and implementing business strategy with the Senior Leadership Team to outwork the vision of the Principal.
- Making recommendations for income streams and working with staff to achieve plans and new initiatives.
- Work with the Director of Finance (Board of Trustees) and the Principal to prepare annual budgets and long term financial plans.
- In conjunction with our external accountant; overseeing the payroll process including expenses, HMRC and pensions. Keep accurate records of full time, temporary and casual staff including handling invoices and payment schedules.

### Compliance

- Ensure that Nexus ICA runs with legality and conformity to established regulations including but not limited to the areas of data protection, health and safety, visa sponsorship and the Prevent duty.
- Produce relevant reports and risk assessments as required by the variety of bodies to which Nexus ICA reports.
- Work with the Senior Leadership Team and Senior Administrator to revise and write new policy in line with Nexus ICA's mission and values, and promote their implementation

### Management

- Manage relationships or agreements with external partners and contractors, including the agreement with our validating partner.
- Oversight of communications infrastructure and budgets including phone systems, IT leases and partner companies.
- Oversee the recruitment and leaving process of staff, and strategically research new or alternative staffing solutions where required.
- Working closely with the Principal and the Senior Administrator, overseeing staff in all areas of Operations.

## Nexus ICA Staff Responsibilities

In addition to the above, all Nexus ICA staff are expected to:

- Work proactively to ensure that the environment of Nexus ICA is conducive for student learning in line with our educational ethos

- Deal sensitively with issues concerning students and work in conjunction with the designated structure of pastoral care at Nexus ICA.
- Have a working knowledge of the support that is available to students and direct students to other services where appropriate.
- Make a significant contribution to extra-curricular activities that form part of the student experience.
- Take responsibility for upholding and complying with Nexus ICA's Mission and Values statements and for behaving in ways that are consistent with fair and equal treatment for all.
- Attend relevant training and meetings as required.
- Be punctual and demonstrate good time management skills
- Work at all times in accordance with Nexus ICA's policies, procedures, mission and values.
- Undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you in order to further the aims and objectives of the Institute.

*Optional dependent on appointment:*

- Act as a Personal Tutor which will include leading a tutor group covering material relating to the Christian faith.

# Person Specification

Criteria	Essential	Desirable
Education/qualifications	A good first degree (2.1 or above) or equivalent relevant experience in a similar role.	Further qualifications in business studies and/or management.
Knowledge and experience	<p>Experience of developing a business and evidence of providing solutions for growth.</p> <p>Experience of financial planning and budgeting.</p> <p>A good working knowledge of areas of legal requirement for businesses and HE institutes.</p>	<p>Working knowledge of Higher Education systems.</p> <p>Experience of accounting software such as Xero.</p>
Specific skills	<p>Excellent IT skills, including Microsoft Outlook, Excel and the ability to learn new software packages</p> <p>Experience of managing teams and individuals in the workplace.</p> <p>Understanding of the operational functions required in a business and HE institute.</p>	<p>Knowledge of best practice in specific HR areas (such as recruitment and selection, absence management, capability issues, disciplinary and grievance, etc.)</p>
General skills	<p>Excellent written and oral communication skills.</p> <p>Excellent time management skills with the ability to be flexible to meet the changing demands of the role and ability to respond appropriately to unexpected and potentially challenging situations.</p> <p>Excellent interpersonal skills, with an ability to work with</p>	

	ease with colleagues at all administrative and academic levels.	
Other requirements	All positions within Nexus ICA require a DBS check to be carried out.	