

# **DIRECTOR OF FACULTY OPERATIONS**

De Montfort University (DMU)  
Leicester

**CANDIDATE INFORMATION PACK**



## **WELCOME FROM THE PRO VICE-CHANCELLOR AND DEAN OF BUSINESS AND LAW**

**I want to thank you for your interest in our university and in the position of Director of Faculty Operations in the Faculty of Business and Law. This is a role that is essential to our success as we grow and thrive in an increasingly complex higher education sector.**

You will have an opportunity to help us develop further, bringing experience of successful operational leadership in a large complex organisation, ideally within higher education. One that is focussed on delivering a high quality, efficient service to meet a range of increasingly demanding customer needs.

With challenges over student recruitment and a new levy on international students, there are also opportunities with a new educational skills agenda, that prepares students to become workplace ready. We've already made some big changes at De Montfort University (DMU) over the last few years, shifting to block teaching as the first largescale implementation of this in the UK. With an additional desire to grow both applied research and innovation, we also enjoy a close working relationship with our local communities, which is important to us and that we value.

I have found DMU to be diverse, inclusive and incredibly friendly and welcoming. It is shaped and energised by people who are willing to embrace new ideas and create a special learning environment. As we look forward to the future, I hope you will also feel inspired to join us on this journey.

With my very best wishes for the future,

**Professor Kasim N Sheikh**  
**Pro Vice-Chancellor, Social Justice**  
**Dean of the Faculty of Business and Law**



# OVERVIEW OF ROLE: DIRECTOR OF FACULTY OPERATIONS

The role of Director of Faculty Operations is to provide effective operational leadership of faculty operations, working closely with the Pro Vice-Chancellor and Dean. You will be responsible for supporting the development and delivery of high-quality teaching, research, knowledge exchange and innovation activities across the faculty.

As Director of Faculty Operations, your role includes leadership of business planning, performance monitoring and the provision of strategic advice on financial planning, resource deployment, risk management and compliance.

You will also be a member of the Faculty Leadership Team, working strategically and collaboratively with other senior leaders, leading and developing a high-performing professional services workforce to drive performance and achievement of our strategy and vision.



# THE EMPOWERING UNIVERSITY

The Empowering University strategy was formed after consulting with staff and students, external stakeholders and partners to explore our ambitions and what we should be known for. DMU's blueprint for the future features four key development pillars: Learning for Life; Knowledge Creation; Empowering People; and Partnerships with Purpose. Find out more about The Empowering University strategy on our website.

## LEARNING FOR LIFE

**Flexible learning** for students of any age, fostering a love of learning and knowledge, delivered through our innovative Education 2030 programme.

**Learning beyond the classroom** provided through practical experiences in local, national and global arenas.

**Creative approaches to learning delivery** that ground students in digital literacy, and are focused on employability, building entrepreneurial and life skills.

## KNOWLEDGE CREATION

**Fostering interdisciplinary research** that has impact: building on individual skills and knowledge for collective impact.

**Integrated approach to knowledge exchange:** sharing and learning with external organisations, industry and the community.

**Nurturing the next generation** of diverse researchers through developmental programmes.

## EMPOWERING PEOPLE

**Delivering an engaged experience** for all students; building their confidence and fostering belonging and fulfilment so students can learn well and live well.

**Championing diversity** of our students and staff, a nurturing community which is inclusive and dynamic, drawing on our diversity to challenge the status quo and to drive change.

**Campus collectives** around themes which bring together research, teaching, staff interest and external engagements.

## PARTNERSHIPS WITH PURPOSE

**Leicester local:** creating strategic partnerships to enrich the business and cultural community, and support social and economic needs.

**Creative by design:** develop national and global partnerships that create resilient, self-motivated and inquisitive graduates, transform relationships and impact local, national and global communities.

**Valuing social responsibility** through our voluntary support by staff and students, which helps local and regional initiatives.

## CROSS CUTTING THEMES:

## EQUALITY FOR ALL

## SUSTAINABILITY AND THE SUSTAINABLE DEVELOPMENT GOALS

## DIGITAL TRANSFORMATION

## FINANCIAL STRENGTH

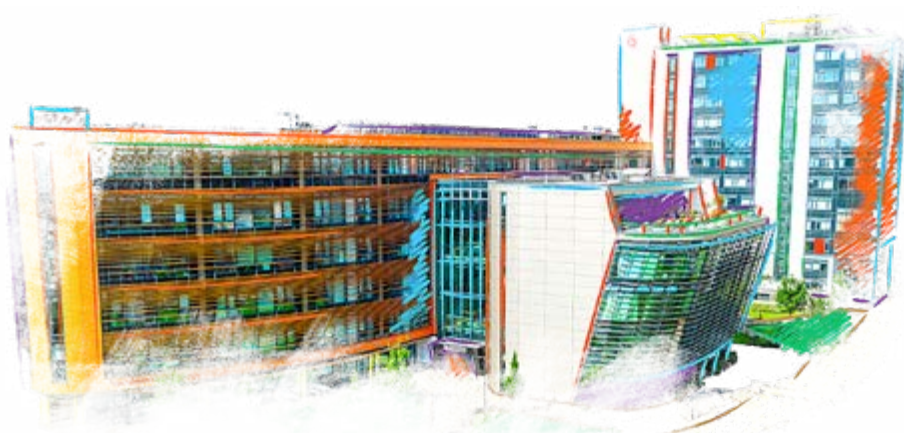
## SUCCESS

Closing the Leicester skills gap; ensuring graduates access employment opportunities which meet their ambitions.

International reputation for our research themes with our research making a difference to lives.

A diverse, engaged community; no pay or awarding gaps; positive health and wellbeing amongst students and staff.

Addressing local and regional needs; realising national and global opportunities of mutual benefit.





# LESSONS FROM THE PAST, IDEAS FOR THE FUTURE

**Our £136 million campus transformation project created what we believe is one of the finest teaching settings in the UK. The work was informed by an understanding that DMU has an ongoing responsibility to Leicester citizens to honour the city's past and understand its future potential.**

Located in the heart of Leicester, DMU's campus blends the historical and the new, reflecting the great tradition of our home city and its buildings, while creating a legacy.

Part of the vision for the new campus involved landscaping and orientation that made it an open, welcoming and inspiring space connected naturally to city life – the ultimate success of which was acknowledged by the city mayor, among others. The pedestrianised area of Mill Lane, which runs from the city-side of the campus down to the riverside, became a striking public pathway featuring seating areas, flower beds and the same stone used to give nearby Cathedral Square a complete makeover before the re-burial of Richard III.

Complete with rain gardens, which capture excess rainwater to feed trees and plants, the area echoes our commitment to recycling and reducing waste, which has put us among the top 200 universities in the world for sustainability. DMU was ranked 2nd in People & Planet's University League Table for our commitment to environmental sustainability, and named Sustainable Institution of the Year at the 2025 Green Gown Awards, which reward the most sustainable initiatives happening across higher education. Our £136 million campus transformation project created what we believe is one of the finest teaching settings in the UK.

The work was informed by an understanding that DMU has an ongoing responsibility to Leicester citizens to honour the city's past and understand its future potential.

Our centrepiece is the award-winning Vijay Patel Building, which houses our art and design courses in a space as creative as the staff who teach and the students who study there. We also invested £4.2 million restoring Leicester Castle located at the edge of our campus, giving new life to this historic frame by making it the base for our Leicester Castle Business School.

The striking Hugh Aston Building – housing our business and law courses – benefitted from a £5.5 million extension called The Yard, providing more than 22,000 square metres of space.

Providing contrast to the contemporary features, the 19th-century Hawthorn Building has modern labs and facilities designed to replicate current practice in health and life sciences, while the 20th century Queen's Building offers industry-level facilities to support our computing, engineering and media students.

Our campus offers many great places to eat, drink, work and relax in, all in a welcoming environment that shares Leicester's distinctively open, exciting and forward-looking spirit.

## 1st for Overall Student Satisfaction

Ranked 1st by students for overall satisfaction in the International Student Barometer survey.



## An 'Excellent' Five Star University



Rated by QS Top Universities for our teaching, facilities, employability, global outlook and more.



Developing and improving our campus is a big strategic priority, not just to improve the look and feel, but to ensure we can provide the best learning, teaching and social space we can, both now and into the future. Our campus development plan aims to lead us through the next decade and includes the reimagining of Kimberlin Library into a dynamic and inspiring hub for our students, staff and the wider community.

Leicester is a city steeped in English history and enriched today by its cultural diversity. Leicester Old Town streets and buildings speak to that colourful past, including our association with Richard III. Old Town is a place to meet, eat, drink and shop, while Cathedral Gardens and Castle Gardens offer spaces for peace and quiet. St George's Cultural Quarter – once the locus of the city's textile and shoe industry – is now home to art and artists, a creative community also offering cafés and bars.

St George's is home to Curve, one of the country's most exciting theatres, and Phoenix, Leicester's centre for independent cinema and digital art. Leicester Museum and Art Gallery offers experiences dedicated to Ancient Egypt, dinosaurs, a famous collection of German Expressionism and much more.

The city hosts one of the biggest celebrations of Diwali, the festival of light, outside of India. Centred on the city's Golden Mile, in a typical year the festivities attract up to 50,000 people. Narborough Road – in Leicester's West End – has been called 'the most multicultural street in the country', offering bars, shops and restaurants influenced by tastes shaped around the world, including Indian, Turkish and Polish cuisines.

Leicester's Caribbean Carnival draws tens of thousands to line the carnival route and watch costumed displays before heading to Victoria Park to enjoy authentic food and drinks. The city's two Eid festivals are 'a feast offered, freely, to all communities of Leicester irrespective of their gender, age, faith, colour, race, and social background,' say organisers. Away from the city centre, Knighton Park, part of an ancient settlement and conservation area, offers woods, gardens, waterways, sports pitches and St Mary Magdalen Church, which dates back to the 13th century. Aylestone Hall is a 14th-century Grade II listed historic building with connections to the English Civil War. Its gardens are a place of peace and good for picnics, while the namesake village nearby is a starting point for country walks. Bradgate Park, known for its impressive herds of deer, is a place to walk and unwind, explore nature, see oak trees that are over 500 years old, and climb to Old John Tower, a beloved local landmark at the park's highest elevation.





# RESEARCH

**DMU has a track record of conducting research that impacts society and makes a real difference through improvements to health and wellbeing, infrastructure, creativity, economic growth, business and civil society.**

Our research excellence was recognised in the current Research Excellence Framework (REF) where more than 60% of our research was judged to be of international quality.

Internationally renowned cultural policy academic Dr Steven Hadley, Policy Lead for the Institute of Global Challenges and Cultures at DMU, recently co-programmed a global summit of academics to explore how to address the inequalities in research between the Global North and the Global South. The Cultural Trends Global Dialogue conference took place between 5-7 November 2025 in Lima, Peru, aiming to foster the development of research networks and academic cooperation between the Global South and the Global North.

The life of one of Britain's most influential philosophers and logicians, Bertrand Russell, is set to be turned into a feature-length screenplay, thanks to the efforts of a PhD researcher Amanda Renai Curdt-Christiansen. Amanda hopes her screenplay will inspire people to embrace a global perspective and reject a rise in more radical, and sometimes violent, ideologies.

Dave Walsh, Professor in Criminal Investigation in DMU's faculty of Business and Law, formed part of an international research team awarded more than €10.4 million to transform how police and investigators around the world conduct interviews. The six-year project, titled JUSTICE – Joining Unique Strategies

Together for Interrogative Coercion Elimination, aims to replace coercive and abusive interrogation methods with those grounded in human rights and evidence.

Research by Caroline Spence, a public relations (PR) specialist and a senior lecturer in DMU's faculty of Business and Law, suggests that the industry will have to work hard if it is to attract the diverse and talented graduates it needs for the future. The research was commissioned by the Chartered Institute of Public Relations (CIPR) to investigate the growing skills gap and recruitment issues within the PR and communications industry. The report, 'Choosing Public Relations: Factors impacting career choice for the Next Generation of potential PR Practitioners', was published by the CIPR in November 2025.

Our Stephen Lawrence Research Centre is dedicated to driving forward conversations that shape and influence how we think about race and social justice. Exploring the histories and cultures of black, Asian and minoratished communities in the UK, the concept and practice of institutional racism, denials of justice and the social psychology of racial violence, the centre honours the enduring legacy of Stephen Lawrence's life and his family's ongoing pursuit of justice.



The Stephen Lawrence Research Centre

# THE FACULTIES

**Our faculties support students with events, placements, industry visits and the use of our state-of-the-art facilities. Teaching in the university is delivered by specialist schools within each of the faculties.**

## Faculty of Technology, Arts and Culture (TAC)

Our faculty of Technology, Arts and Culture was established in September 2025 with the merger of the existing faculties of Arts, Design and Humanities (ADH) and Computing, Engineering and Media (CEM).

TAC brings together an extraordinary breadth of expertise – from Engineering to English, Computer Science to Fine Art, Drama to Media Production, and many others. In today's challenging HE environment, with rapid technological change and shifting student expectations, our collective strength is exactly what we need to adapt, innovate and thrive.

We have innovative research happening across our four research and innovation institutes – from work on generating affordable renewable energy from old electric vehicle parts to research using advanced computational intelligence to optimise banana farming, and from research on sustainable fashion and textiles to work on creative approaches to digital upskilling.

Most importantly, the faculty offers a more integrated experience for students, giving them access to a wider network of staff, facilities, and research. It also provides opportunities for cross-disciplinary collaboration and teaching and resources that reflect the diversity and strength of our combined disciplines.

This means more pathways to develop skills that employers are seeking and a stronger foundation to shape their futures in an increasingly complex world.

## Faculty of Business and Law (BAL)

Based in the purpose-built Hugh Aston Building, with its recent £5.5 million extension, The Yard, and in the sympathetically restored Leicester Castle, BAL is a truly global community of more than 8,000 students drawn from around 100 nations.

The faculty boasts strong links with professional bodies such as the Association of Chartered Certified Accountants, offering recognition across a wide range of subject areas.

With a strong emphasis on employability, our undergraduate programmes offer students the chance to gain valuable industry experience through placements, with support from a dedicated team. BAL has introduced a strong focus on opportunities for international students, including partnering with Student Circus to shine a light on jobs in the UK specifically for international students.

Leicester De Montfort Law School will soon be launching its Law Lab, which will foster collaborative and experiential education whilst providing a safe environment for student learning. The lab will deliver a variety of engaging experiences and aims to grow a network with stakeholders (both locally, nationally and internationally) to support the needs of the community.

Following a £350,000 investment, BAL students can now benefit from a state-of-the-art Trading Floor with industry-standard software for authentic simulation of financial trading and investing.





## Faculty of Health and Life Sciences (HLS)

Home to four specialist schools – The Leicester School of Allied Health Sciences, Applied Social Sciences, The Leicester School of Nursing and Midwifery and The Leicester School of Pharmacy – the faculty educates and develops professionals who make a significant difference to lives, health, wellbeing, communities and society.

Teaching reflects the latest developments in the sector and many courses have professional accreditations, meaning it is of the highest quality with a focus on building skills sought by employers.

One significant research project funded by the European Commission (Horizon Europe Framework Programme) from a collaborative grant, sees over £550,000 funding coming to the university. The project, led by Professor Parvez Haris from the Leicester School of Allied Health Sciences and Dr Helen Coulthard from the School of Applied Social Sciences, will focus on combating malnutrition in Africa (HealthyDiets4Africa) working with a consortium of 20 partners.

The School of Applied Social Sciences won several significant contracts to deliver training to partners in the East Midlands and across the UK. These included an NHS England contract to deliver a programme in low intensity psychological therapies, which will see NHS psychological wellbeing practitioners developing their knowledge and skills over the next three years. A further contract will involve the School working with His Majesty's Prisons and Probation Service, to deliver the Professional Qualification in Probation for Kent, Surrey, Sussex and East of England.

Within the School of Nursing and Midwifery, our BSc Midwifery students have been using safe Medicate to enable them to practice and be assessed in safe drug administration. The software is an easy and helpful way to learn and prepares the students for clinical practice.





# A MESSAGE FROM THE STUDENTS' UNION

De Montfort Students' Union (DSU) is the designated student representative body of the university. DSU is a student-led organisation that works for the interests and needs of our student members.

When joining DMU, every student automatically becomes one of our members and has full access to our services, events and democratic functions. Each year, students elect five fulltime executive officers from their population to represent their interests and two of our officers sit on the Board of Governors. Our members also elect seven part time liberation officers who represent LGBTQ+, postgraduate, disabled, black, Asian, and minoritised students, and more.

DSU is a registered charity and company with a Board of Trustees on which DMU students sit alongside independent volunteers. DSU exists to empower students to create an unforgettable journey while at university by improving their wellbeing, creating a home away from home, and providing opportunities to get all students actively involved.

We run an independent advice service and wellbeing functions, including a mental health crisis café. DSU also facilitates DMU welcome events including the large-scale Welcome Festival and International Student Welcome Week. Students can get involved in local community volunteering, through our Opportunities team, to help them build employability related skills. Students can also join, or launch, a club or society to make friends, build their CV, and give back to the DMU community.

As the democratic representative voice of DMU, we proudly facilitate the election of and training of hundreds of course representatives and faculty lead representatives each academic year. We employ as many students as we can and offer event spaces and outlets that are budget-friendly and ensure safe socialising time. Alongside this, we work closely with venues in the city who sign up to our code of conduct to keep students safe while off campus and keep the local economy booming.

Our positive working relationship with DMU is one of our proudest achievements and each year we work in partnership across committees, projects and events.





# OUR RECENT HONOURANDS

**DMU is proud to recognise with honorary degrees the achievements of those linked in some way with the university, those who have made an impact in their chosen fields, those who share our beliefs, values and commitment, who can therefore be role models for our students. The following are the distinguished honorands whose achievements DMU celebrated at our most recent graduation ceremonies.**

## **Jonathan Northcroft**

As the current Sports Journalism Association (SJA) British Sports Journalism Football Writer of the Year (2024), author and TV pundit, Jonathan Northcroft, is a familiar face to a generation of journalism students at DMU. The widely-respected football writer at The Sunday Times was born and raised in Aberdeen. He settled in Leicester with his wife, Jan, and two daughters in 2015, just in time to see the Foxes become the 5,000 - 1 Premier League champions. His book – Fearless: The Amazing Underdog Story of Leicester City – is the definitive account of that record-breaking year. He is a regular visitor to DMU, where he passes on his tips and wealth of experience to our sports journalism students.

## **Joanna Scanlan**

As an actor, writer, producer and educator, Joanna Scanlan is one of the most respected and versatile figures in British entertainment. Her distinguished career has significantly influenced British television, film, theatre, and radio. Educated at Cambridge, she later taught Drama at Leicester Polytechnic (now DMU), where she helped develop a pioneering BA (Hons) degree for writers and performers, shaping the next generation of creatives. Known for her depth and versatility, Joanna has delivered acclaimed performances in *The Thick of It*, *No Offence*, and *Slow Horses*, as well as films such as *Girl with a Pearl Earring* and *After Love*, for which she won both BAFTA and BIFA awards for Best Leading Actress. As co-creator and star of *Getting On*, she earned BAFTA nominations for her innovative storytelling, bringing underrepresented voices to the forefront.



**Joanna Scanlan**

## **Pawlet Brookes MBE**

As a graduate of DMU and CEO and Artistic Director of the Serendipity Institute for Black Arts and Heritage, Pawlet Brookes MBE is a trailblazer in the arts, renowned for amplifying voices from the African-Caribbean and African Diaspora. Recognised with an MBE in the 2022 New Year's Honours list for her contribution to the arts and cultural diversity, Pawlet has established Leicester as a global hub for Black cultural perspectives through initiatives like the Let's Dance International Frontiers festival, the Unearthed: Forgotten Histories project, and the Living Archive. Her publications, including *Reflections: Cultural Voices of Black British Irrepressible Resilience*, explore the impact of Black arts and heritage, while her CPD-accredited training programs diversify the heritage sector.



**Pawlet Brookes MBE**

## **Gus John**

For more than 60 years, Professor Gus John has stood at the heart of the fight for racial justice, equity, and human rights, leaving a profound legacy in education and beyond. He became the first Black Director of Education in Hackney, supported the creation of community schools, and mentored countless academics and students, including at De Montfort University. A prolific writer, speaker, and activist, Professor John has influenced legal cases, national policy, and community campaigns, challenging systemic injustice with honesty and empathy. Previously awarded an Honorary Doctorate by DMU in 1996, he continues to contribute to his mission while inspiring change globally.

# JOB DESCRIPTION:

## DIRECTOR OF FACULTY OPERATIONS

FACULTY: BUSINESS AND LAW

GRADE: SENIOR PERMANENT, FULL-TIME

	Duties of the role
Overall purpose of the role	<p>The Director of Faculty Operations is responsible to the PVC Dean.</p> <p>The Director of Faculty Operations is responsible for delivery of all aspects of faculty operations including providing strategic advice to the PVC Dean of the faculty, development and alignment of the faculty strategic plan to the DMU Strategic Framework, portfolio management and implementation of key initiatives, planning and management of all professional services staff within the faculty ensuring they meet the requirements of the senior leadership team within the faculty.</p> <p>They serve as the senior representative on executive and leadership boards, ensuring alignment with business objectives</p> <p>The role will be responsible for leading and implementing devolved responsibility for decision-making and improvement within faculty administration, technical services and strategic planning and operations to ensure seamless high-quality services across all areas of professional services support.</p> <p>They will lead the enhancement of service delivery, improving standards and performance, including leading and managing the relationship with professional services directorates on behalf of the faculty, and commissioning professional services support to meet the strategic requirements of the faculty and the university.</p>
Main duties and responsibilities	<p>To lead, manage and direct business and faculty professional services provision including:</p> <p><b>TEAM AND INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>To lead and co-ordinate a cohesive and performance driven team to ensure delivery and evolution of administrative and technical support which meets the needs of academic staff and students.</li> <li>To develop, motivate and monitor a high-performance culture across all professional services teams, ensuring clear and realistic objectives and development plans are in place.</li> <li>Define and monitor performance standards across faculty administration and technical areas.</li> <li>Develop an operating model for faculty administration and technical areas that provides clear parameters for staff and students and supports both the wider strategic aims of the faculty, individual schools/departments and the student lifecycle, including clear guidance around the communication and dissemination of changes to policy, administrative practice and wider sector changes.</li> <li>To ensure that delivery of administration and technical support maximises the use of technology, both operationally and as a communication tool enabling the faculty to interact with staff and students in innovative, responsive and competitive ways.</li> </ul> <p><b>POLICY, GUIDANCE, ENGAGEMENT AND PLANNING</b></p> <ul style="list-style-type: none"> <li>To commission activity and ensure pro-active collaboration and engagement with other professional services directorates to influence and agree policy and service requirements, for example Digital &amp; Technology, Marketing and Communications, Strategic Planning and Insight, Registry, People Services, Academic Quality Services, Research and Business Innovation, and Finance.</li> <li>To advise PVC Deans and other senior staff, as appropriate, on policy, planning and strategic issues within areas of faculty operations. To advise on the formation of faculty policies and be responsible for their dissemination and implementation, to promote best practice and consistency of approach inter and intra faculty, requiring collaboration and knowledge sharing across faculties and directorates.</li> <li>Ensure the provision of long-range business planning support and ongoing compliance. Lead the planning and delivery of business priorities, including managing the portfolio of change and improvement projects and adopting and instilling best practice change management practices across the faculty.</li> <li>Provide leadership and oversight of faculty strategic planning, including operational planning and annual planning rounds, collaborating outside of the faculty where necessary.</li> </ul>



# JOB DESCRIPTION:

## DIRECTOR OF FACULTY OPERATIONS

FACULTY: BUSINESS AND LAW

GRADE: SENIOR PERMANENT, FULL-TIME

	Duties of the role
Main duties and responsibilities	<p><b>POLICY, GUIDANCE, ENGAGEMENT AND PLANNING continued</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate across faculties to develop an overall strategic agenda aligned to the Strategic Framework themes and priorities for each year, and ensure these priorities align with the faculty objectives.</li> <li>• Responsible for management information and performance metric reporting to enable decision making.</li> <li>• Provide strategic and operational advice to the PVC Dean and Senior Management Team in the development of a financial plan in addition to budget co-ordination and forecasting resource demands to underpin the delivery of faculty and departmental objectives.</li> <li>• Take responsibility for ensuring that the university's strategic equality plans are in place and provide regular reports on progress eg Athena Swan and Race Equality Charter Mark.</li> <li>• Responsibility for the critical assessment of student survey results, facilitating improvement plan development and driving continuous improvement in conjunction with Heads of Schools/ Departments and the Faculty Senior Management Team and other key stakeholders.</li> <li>• With support from colleagues within the faculty office and in technical areas and with guidance from academic staff, to pro-actively engage with students to foster greater insight in to faculty, curriculum, environmental and social opportunities, creating a platform for staff and students to work in collaboration, implementing new initiatives that underpin and evidence continued excellence in teaching, learning and research.</li> <li>• Working alongside the faculty Finance Partner and People Services Partner, the management and oversight of the faculty central budget, management and development of the finance strategy and faculty finance committees.</li> <li>• Provide strategic and evidence-based advice and guidance to the PVC Dean and Senior Management Team on forthcoming higher education policy change or latest thinking, management of change interventions, resourcing and project management.</li> <li>• Facilitating the resolution of conflicts across the diverse stakeholders within the faculty to ensure efficient delivery against shared objectives.</li> </ul> <p><b>PROJECTS, MONITORING AND CHANGE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Leadership and management of cross faculty and university change projects as directed by the Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice Chancellor/Dean, the Registrar or their nominated deputies.</li> <li>• Develop and monitor appropriate performance standards and metrics in response to the strategic priorities of the faculty and the university and managing processes, organisational change and communications in response to these priorities as required.</li> <li>• To ensure time is invested in working collaboratively and efficiently with Faculty Business Partners (BPs), sharing information and thinking at an early stage to ensure BPs develop an appropriate level of understanding of the particular area needs.</li> <li>• Overall co-ordination of staff development programmes and organisational development initiatives.</li> <li>• Ensure maintenance of licences to operate, ensuring legal and governance aspects of managing the faculty. Manage the risk and compliance processes (including corporate accountabilities, health and safety, risk management and other compliance related activities such as data protection).</li> <li>• To represent the faculty/university in engagements with key internal and external stakeholders, such as partner institutions and agencies, internal directorates, other faculties and senior staff. Act as representative and ambassador to external contacts on behalf of the faculty and university as directed.</li> <li>• Perform any other duties commensurate with the job grade as reasonably required from time to time.</li> <li>• The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.</li> </ul>

# PERSON SPECIFICATION:

## DIRECTOR OF FACULTY OPERATIONS

FACULTY: BUSINESS AND LAW

GRADE: SENIOR PERMANENT, FULL-TIME

Area of responsibility	Requirements	Essential or desirable	*Method of assessment
Qualifications and training	Educated to degree level or higher equivalent qualification	Essential	A, D
	Master's degree, ideally in a discipline within the faculty e.g MBA	Desirable	A, D
	Project management qualification e.g. Prince 2	Desirable	A, D
Previous work experience	Significant senior management and leadership experience within a large complex organisation, ideally within higher education	Essential	A, I
	Experience of delivering faculty strategy in line with set KPIs and targets	Essential	A, I, T
	Experience of operational leadership including managing budgets, student number planning and risk management	Essential	A, I
	Experience of leading and developing teams providing a range of customer-focussed services	Essential	A, I
	Experience of developing or supporting commercial/enterprise/innovation projects and activities	Desirable	A, I
	Experience of developing successful strategic partnerships, locally or nationally	Desirable	A, I
Specific knowledge / skills / abilities / motivation / attitude required	In depth understanding of academic quality, learning and teaching needs and student experience	Essential	A, I, T
	In depth understanding of a research and innovation culture and its support needs	Essential	I
	Significant skills in leading organisational and cultural change	Essential	A, I
	Proven people skills demonstrating a high degree of emotional intelligence with the ability to effectively manage difficult conversations and performance	Essential	A, I, T
	Accreditations experience e.g. AACSB/EQUIS, and knowledge of external requirements including funding bodies, statute, PSRBs and related implications for the faculty.	Desirable	A, I
	Ability to represent the faculty and university internally and externally as required	Desirable	A, I
Additional requirements	Demonstrate commitment to promoting equality and diversity	Essential	I

\*A = Application form; I = Interview; T = Test; D = Documentary evidence



# OUR VALUES AND BEHAVIOURS AT DMU

At De Montfort University, our Empowering University Strategy sets out our mission:

*“To discover gateways of opportunity that empower students, staff, and our community to create a fairer society.”*

Our values are at the heart of everything of this mission and everything that we do.

<b>We are collaborative</b> – we work together to get things done	Foster team collaboration and the exchange of best practices, establish clear and ambitious goals, develop work plans focused on achieving outcomes, and identify and nurture individual strengths to support development
<b>We are honest and compassionate</b>	Offer honest and constructive feedback, cultivate a secure and open workplace, make difficult decisions with credibility, and act with integrity and transparency
<b>We are innovative and creative</b>	Cultivate an environment that promotes questioning and idea sharing, minimises bureaucratic hurdles, encourages open dialogue about mistakes, and engages the teams in ongoing service improvement.
<b>We are a community</b> – we value and champion difference	Encourage diverse viewpoints, swiftly address conflicts and inappropriate behaviours, and nurture a culture of mutual respect.

They are embedded within our Leadership and Management Standards and Behaviours Framework, ensuring that every leader and manager reflects the principles that guide our university.

Together, these elements shape a culture of empowerment, fairness, and excellence.

As part of the recruitment process, we will look for evidence of these values and behaviours in our candidates. They are essential to how we lead, manage, and create an inclusive, empowering environment for all.

# REWARDS AND BENEFITS

**At DMU, we are committed to creating an environment where our employees enjoy working. We strive to reward and recognise your contributions but also know that you have life beyond work. DMU offers a comprehensive set of rewards, benefits and services staff can take advantage of.**

## Generous annual leave entitlement

Senior staff receive 35 days annual leave. In addition to your annual leave entitlement, you'll also receive statutory bank holidays and extra concessionary days (approximately 13 days each year).

## Work-life balance working options

We offer a range of options to ensure that you benefit from a healthy work-life balance. We are sector-leading in our high-trust model approach to hybrid working.

Depending on your role and responsibilities, you have the opportunity to apply for options such as flexible hours (for example, staggered working hours and nine-day fortnights), parental leave, study leave and sabbaticals.

## Wellbeing

We are committed to continually improving our staff health and wellbeing services so you are empowered to be at your very best at work and beyond.

Our Employee Assistance Programme supports staff who could benefit from information or counselling for practical, emotional, financial or health-related challenges. As well as support for a life crisis, it includes advice and guidance for life events such as getting married or moving house, and everyday concerns such as childcare. The free and confidential service is available 24 hours a day, seven days a week.

## Our location

DMU's beautifully landscaped campus is based in the heart of Leicester, giving you easy access to all the shops and facilities of a cosmopolitan city. In contrast to the city centre, the River Soar, which runs alongside campus, and nearby Castle Park offer peaceful and picturesque places you can retreat to.

Our campus offers many places to eat, drink and meet, as well as a range of facilities such as shower rooms and rail ticket machines. We're also within walking distance of a number of convenient public transport links, the Highcross shopping centre and historic Leicester Market. Our faculties also organise a number of shows and presentations throughout the academic year which staff can to enjoy.

## Other benefits

- Pension scheme – join a pension scheme to help you plan for the future
- Health cash plan – spread the cost of healthcare and claim back money for medical expenses experienced by you or your dependent children
- Annual leave purchase – buy additional days of annual leave through manageable salary deductions
- Cycle to work – make healthier choices and reduce your carbon footprint, plus benefit from tax and national insurance savings on the cost of a new bike and safety accessories
- Lifestyle savings – access a lifestyle and travel discounts website
- Childcare vouchers – make savings on your yearly childcare costs
- Gym membership – join the QEII Leisure Centre at a discounted price and access a range of facilities, including a 25-metre swimming pool and a climbing wall
- Library membership – access the DMU libraries
- Private healthcare – certain roles at DMU enable you to join the Universities and Colleges Personal Healthcare Scheme at your own expense

Full details about [our rewards and benefits](#) are available on our website.

# HOW TO APPLY

To apply, please click the 'Apply now' button listed within the advert on our university careers site:

**[careers.dmu.ac.uk](https://careers.dmu.ac.uk)**

Along with the application form, please submit the following:

- A CV setting out your career history, including key responsibilities and achievements, and details of two referees
- A cover letter explaining how you consider your skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the person specification set out in the candidate pack

For any informal enquiries or for an informal conversation regarding the role, please initially email Alice Parker (Talent and Development Advisor): **[alice.parker@dmu.ac.uk](mailto:alice.parker@dmu.ac.uk)**

Applications are welcomed up until **midnight on Sunday 18 January 2026.**

## GDPR personal data notice

All applicants are requested to submit a completed version of an [Equal Opportunities Monitoring form](#) with their application. The information provided will be handled in the strictest confidence and will only be used for statistical monitoring purposes.

For more information about the use of personal information provided by candidates to the university, please visit our **website**.

