

MANCHESTER
1824

The University of Manchester

Candidate pack

Chief Information Security Officer

IT Services

The University of Manchester

November 2022





As an equal opportunities' employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.



Thank you for your interest in this role at The University of Manchester.

The University has a rich heritage of discovery, social change and a pioneering spirit, which has been at the heart of what we do since 1824. When you join our university, you become part of a truly diverse and global community of staff, students and alumni all focused on ensuring that we are recognised for the excellence of our people, research, learning and innovation, and for the benefits we bring to society.

The University is a world-leading research and teaching institution with a wide range of IT systems and platforms serving more than 75,000 stakeholders worldwide. The University produces world-class IP, manages sensitive personal information (including medical information at the largest medical faculty in the UK) and IT systems and services. This renders the University an attractive target for criminal and state hackers. The Chief Information Security Officer needs to be capable of designing and implementing a coherent vision for the protection of the University's digital footprint.

As a member of the IT Executive Team, we are looking for a professional who is values-led; blends authentic, emotionally intelligent leadership with technical expertise; and has a proven ability to deliver the strategic transformation of information security and Identity and Access Management (IAM) services, all gained in a large and complex organisational context. In such a multi-layered, multi-faceted and multi-stakeholder setting, your professional judgement, insight and ability to influence strategic direction will be key to your success.

Best wishes,



PJ Hemmaway, Director of IT



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About The University of Manchester

The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 44,000 students, 12,950 staff, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [*Our future*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

Our future sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



Leadership

President and Vice-Chancellor,
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor
Luke Georghiou

Registrar, Secretary and Chief Operating Officer,
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,
Professor April McMahon

Vice-President for Social Responsibility,
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,
Medicine and Health, Professor Graham Lord

Chief Financial Officer, Carol Prokopyszyn

Director of People and Organisational Development,
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor Nazir Afzal OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

Board of Governors

The Board of Governors is the University's governing body. Chaired by Philippa Hird, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

The Faculty of Biology, Medicine and Health

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

The Faculty of Science and Engineering

Comprising the Schools of: Natural Sciences; and Engineering.

The Faculty of Humanities

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

Further information on the [University's Faculties and Schools](#).

Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 28th best university in the world and 6th in the UK (QS University World Rankings, 2023). We also consistently rank within the top ten universities in the world for social and environmental impact (*Times Higher Education Impact Rankings*).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



The University estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and new constructions. Many of these landmark projects have been completed, including the Whitworth Art Gallery, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

Research and innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2021 Research Excellence Framework (REF), where 93% of our research activity was judged to be 'world-leading' (4*) or 'internationally excellent'. In 2020/21 the University attracted more than £300 million of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester, and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £868 million of economic impact. Of this, £466 million has come from third-party investment in University spin-out companies, and £401.8 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).



Teaching and learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

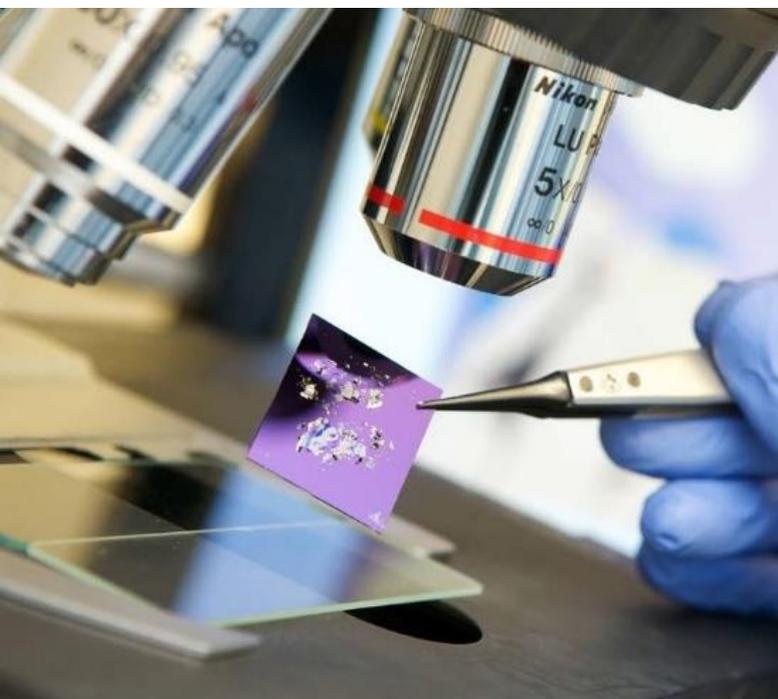
Our future set the direction of travel towards lifelong and flexible learning, which will provide a greater degree of choice over how students learn and prepare graduates for work in an increasingly digital world. In the past year, we have engaged extensively with students and colleagues to develop our Flexible Learning Strategy and co-create plans that will enable, rather than enforce, change, and deliver accessible, inclusive teaching.

Student employability is a key priority and we are the most targeted university by top graduate employers (*High Fliers Research*). Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, helping them develop the distinctive attributes to become socially responsible citizens and future leaders.

Stellify activities include tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to teaching and learning.



Social responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

We are recognised as one of the top ten universities in the world in the *Times Higher Education* Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).

Equality, diversity and inclusion

The Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University.

The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



IT Services overview

IT supports the University by delivering technology-based services for research, teaching and learning, with sustainability and environmental considerations at the heart of what we do.

Being one of the largest Directorates at the University, we strive to deliver quality services for all staff, students and researchers.

Our focus

The [IT Services Strategic Plan](#) sets out priorities over the next three years that address the needs of staff, students and partners by focusing on a series of changes across people, processes and technology. By 2024 we will have a new operating model, clearly defined services and an excellent experience for all who interact with us.

We have already undertaken significant work to reassert our purpose, how we want to work and what that means for us and for those that use our services.

A vision for how we will work

- We will be trusted for our excellence in delivery.
- Our services will be clearly defined, well understood and accessible.
- Our staff will be empowered, encouraged to innovate and develop their skills.
- We'll collaborate with each other and with our partners in and beyond the University.
- We'll place our users at the heart of everything we do.
- We'll strive to build a diverse and inclusive values-based culture and environment. where everyone is respected, supported and included.

Our key goals

Our new operating model and transformation will be driven by eight goals:

1. Supportive: We'll support, empower and develop our staff.
2. Specialised: We'll grow our support of specialist IT.
3. Engaging: We'll make it easier to get help.
4. Open: We'll improve University data.
5. Collaborative: We'll work with partners, inside and outside the University.
6. Simple: We'll simplify our enterprise it.
7. Consistent: We'll clarify how we manage our workload and cost.
8. Secure: We'll mature our approach to identity and security.

People first

An important enabler of our strategic plan is our work around people and culture.

We want to build and develop an inclusive values-based culture within IT Services that puts our people at the heart of what we do – our staff, our service users and our partners. Although technology is important it will be through the engagement, development and empowerment of our people that we will meet our goals and ultimately deliver for the University.

Our People and Culture Plan demonstrates commitment to driving forward positive change – it has five focus areas:



Inclusive Values-based Culture: To build and nurture a diverse and inclusive culture where staff at all levels live our values and feel safe to be themselves.



Effective Leadership and Management: To develop effective, trusted, supportive and accountable leadership at all levels of the organisation.



Positive Engagement and Community: To enable an engaged and motivated workforce that has a strong employee voice and works collaboratively across the wider IT community and beyond.



Recognised Performance and Development: To drive an accountable culture of high performance and continuous skills development where staff are recognised for their efforts.



Prioritised Wellbeing: To make time to prioritise physical and mental health of our staff at all levels and enable through focus on compassion and support.

IT Services staff have contributed to the development of the [IT Services Practice Charter](#) – a collection of statements that set out how we will live and breathe the University's values.

IT Services Practice Charter

Bringing our University's values to life



1

We see one another as people and take the time to become aware of the needs of our colleagues: with empathy, we build strong connections by taking care with the words we use and how we use them.

2

We share responsibility to seek and provide feedback: we collectively create a safe environment where contributions and constructive challenges are listened to and valued.

3

We are curious to learn: we improve by reflecting upon both our successes and our mistakes, we feel this honesty and transparency is a strength not a weakness.

4

We all have untapped potential: by working to devolve decision making and create opportunity to experiment, we share ideas and knowledge across functions and levels.

5

We cannot know where conversations or relationships will lead as not everything that matters is tangible or quantifiable: we value the insights and knowledge that come from our connection with one another as much as the things we deliver together.

6

We believe everyone does better when we can see the bigger picture: we are at our best when we can feel connected to one another, can give and receive help and appreciate the efforts of others.

7

We value inputs from colleagues: we are open to ideas and receptive to suggestions or concerns, we work to keep communication and engagement channels open.

Our structure

From September 2021 the Directorate of IT Services has been made up of five divisions, each with a section head that together, with representation from The Library, form the IT Executive Team.

- Product and Service Management
- Engineering
- Strategy, Architecture and Support
- Research IT
- Teaching and Learning IT

- Information Security and Identity and Access Management (new in early 2023)

Partnership and engagement

IT Services has relationships with numerous different groups of stakeholders within the University, supporting their needs and objectives, along with overall business outcomes. We partner with:

- **Our service users**

We manage a range of service channels, providing access to our services and making them easy to access, understand and use. We also manage two-way communications relating to our services, offering and collecting information on service availability, performance and satisfaction.

- **Our service owners**

We work closely with key individuals and groups who provide oversight and steer on the future direction of specific products and services ITS offer, prioritising improvements and agreeing changes.

- **Our strategic business partners**

We provide individual business partners as points of contact for senior stakeholders across the University, ensuring that issues and decisions that impact their areas of interest can be discussed and agreed.

- **The Strategic Change Office**

We collaborate closely with the University's Strategic Change Office (SCO), supporting them in defining, prioritising and delivering programmes of strategic business change and any resulting change to our portfolio of products and services.

Role specification

The University of Manchester is seeking to appoint an outstanding individual to the position of Chief Information Security Officer. He/she/they will be a key member of the IT Executive Team.

Reports to: Director of IT

Information Security and Identity and Access Management

The division of Information Security and Identity and Access Management (IDAM) leads and owns the University's information security and IDAM strategy and is accountable for a comprehensive approach across all areas of the University and its international centres.

The Chief Information Security Officer (CISO) is an executive role within the Directorate of IT Services, serving the entire University and its international centres. The CISO will provide a clear vision and direction for the division of Information Security and IDAM.

Overall purpose

- Manage a set of departments overseeing information security and IDAM services in our IT estate, ensuring we have the right services, people and skills in place to meet the needs of the University.
- Direct the planning and implementation of enterprise IT security and IDAM systems, operations, and defences against security breaches and vulnerability issues.
- Develop an information security and IDAM vision and strategy that is aligned to the University's priorities and enables and facilitates the organisation's objectives while ensuring senior stakeholder buy-in and mandate.
- Present vision and strategy to the University's Audit and Risk Committee for endorsement.
- Be accountable for leading the development and delivery of cyber security capabilities which secure the University's digital and IT services against cyber threats and embedding cyber security capabilities within the organisation.
- Provide advice and direction to the University's senior leadership team in the integration of security practices into the University's strategic and operational processes.
- Collaboratively, with other IT executive team members and wider senior University stakeholders and colleagues, define and manage prioritisation of requests that balance needs for live service, maintenance, and investment in our IT estate.

Leadership and management

- Provide the division with high-quality and empowering leadership, setting and delivering the highest service standards and a strong performance culture by developing and sustaining best practice within the division.
- Manage a cost-efficient organisation. This includes hiring, training, staff development and performance development and reviews.
- Develop and lead an effective, high-performing team retaining and attracting key talent to ensure continuous improvement in staff competencies, skills and knowledge.
- Determine the information security approach and operating model in consultation with stakeholders and aligned with the risk management approach.
- Establish and maintain clear and measurable strategic plans, budgets and targets, and robust and fit-for-purpose operational procedures, and deliver measurable service improvements ensuring that all elements of the service represent the best value for money.
- Ensure that the culture, policies, structures and reporting systems are in place to allow the division to achieve the highest standards of quality, legal and regulatory compliance and governance in all areas.
- Foster a culture of innovation and continuous improvement that encourages, engages and supports a high level of professional development and personal responsibility.
- Ensure that the divisions resources and budget are managed effectively, in accordance with institutional policy and procedures, and provide best value for money to the University's students and staff.

Governance, strategy and delivery

- Provide regular reporting on the status of the cyber programme to Compliance and Risk, the Information Governance Committee, senior leaders and the Audit and Risk Committee.
- Work with the University's Procurement Office and IT supplier management to ensure that information security requirements are included in contracts.
- Create and manage targeted cyber awareness training programmes for all colleagues, students, and contractors, and establish metrics to measure the effectiveness of these security training programmes for the different audiences.
- Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems and services, including privacy, risk management, compliance and business continuity management.
- Provide clear risk mitigating directives for projects with components in IT, including the mandatory application of controls.
- Develop, implement and monitor a strategic and comprehensive information security programme to ensure appropriate levels of confidentiality, integrity, availability, safety, privacy and recovery of information assets owned, controlled or/and processed by the University.

- Assist with the identification of non-IT managed IT services in use ('citizen IT') and facilitate a University IT onboarding programme to bring these services into the scope of the IT function and apply standard controls and rigor to these services; where this is not possible, ensure that risk is reduced to appropriate levels and ownership of this information security risk is clear.
- Lead strategic security planning to achieve University goals by prioritising defence initiatives and coordinating the evaluation, deployment, and management of current and future security technologies using a risk-based assessment methodology.
- Develop and communicate security strategies and plans to colleagues, students, and contractors.
- Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices.

Engagement and promotion responsibilities, accountabilities and duties

- Acts as trusted advisor and builds and maintains relationships with the IT Executive Team and University leadership to develop a clear understanding of needs; ensures cost-effective delivery of IT services to meet those needs; and can respond with agility to changing priorities.
- Represent the University on national and international external consortium groups and boards and engage effectively in appropriate external networks, ensuring the University can anticipate, meet and respond to new information and cyber security challenges and threats.
- Fosters an environment of collaboration and a strong customer service culture.
- As required, represent IT at Professional Services Leadership Team and/or Faculty Leadership Team meetings.
- Manage relationships with key external service partners to ensure consistency and compliance to agreed bilateral service levels.
- Engage at a very senior technical level with representatives from the IT industry and with equivalent roles in other organisations, including higher education institutions.
- Partnership with the Head of Information Governance to protect the integrity of the three lines of defence structure.

Budgeting responsibilities, accountabilities and duties

- Oversee and be accountable for all budgets assigned to the functions for which responsible, ensuring effectiveness and value for money.
- Cyber investment budget of £20 million (current financial year and 4-year plan)
- IDAM investment budget of £15 million (current financial year and 4-year plan)
- Take collective responsibility, as a member of the IT Executive Team, for the IT Services budgets, such as op-ex, staffing and investment roadmap.

People management responsibilities, accountabilities and duties

- Lead, organise, motivate and direct the work of the team(s) to ensure strategic and operational objectives are delivered through a high quality, cost effective and efficient service.
- Optimises the performance of people, measuring and reporting on performance against agreed quality and performance criteria. Gives regular feedback to teams and individuals on performance against agreed work.
- Facilitates effective working relationships within and between teams of staff. Motivates groups of staff and teams towards a high level of performance.
- Acts as a role model for groups of staff, setting a standard, acting professionally at all times and working to a professional code of conduct and ethics.
- Advises individuals on career paths and encourages proactive development of skills and capabilities. Provides leadership, coaching/mentoring and direction to the Information Security and Identity and Access Management Leadership Team and staff.

IT Services responsibilities, accountabilities and duties

- You will be expected to demonstrate a commitment to the [IT Services Practice Charter](#) and the University's [values](#). The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.



Person specification

The Chief Information Security Officer will be expected to demonstrate the following:

Knowledge, skills and experience

- Leadership and management experience in a large complex organisation at senior management level with ability to demonstrate strong presence and executive impact.
- Experience in protecting a large organisation which is regularly targeted by cyber criminals.
- A resilient, emotionally intelligent and people-focused leader with political awareness, and the ability to motivate and inspire a large team and drive an inclusive, values-based culture.
- Empathy with the educational and research objectives of higher education, and the ability to form excellent working relationships with academics and researchers.
- A good practical knowledge of security technologies and wider business solutions including firewalls, IDS/IPS, identity and access management, SIEM, remote working and cloud technologies.
- A proven track record of developing and implementing strategies across a diverse range of services and functions.
- Experience of supplier management, from supplier selection through procurement to development and on-going operation.
- A track record in directing and managing innovative change and continuous improvement, ensuring excellent organisational performance and outcomes across a complex portfolio of responsibilities.
- Evidence of putting internal stakeholders at the heart of service delivery.
- High level of communication (oral/written) and presentation skills including timely and effective management reporting.
- Ability to handle conflicting requirements and keep focused on key priorities.
- Strong negotiation skills, with the commercial ability to represent the University's interests with its suppliers and partner firms.
- Strategic leader and builder of both vision and bridges, and able to energise the appropriate teams in the organisation.
- Shares the University's values.
- Professional security management certification is desirable, such as Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA) or other similar credentials.
- Knowledge of common information security management frameworks, such as ISO/IEC 27001, ITIL, COBIT as well as those from NIST, including 800-53 and Cybersecurity Framework.



Appointment details

SALARY	Competitive
PENSION SCHEME	USS (Universities Superannuation Scheme): 9.8% employee contribution rates 21.4% employer contribution rates
HOURS OF WORK	Standard week: 35 hours; all staff are expected to work such hours as necessary for the proper discharge of the duties
ANNUAL LEAVE	29 days annual leave plus 4 closure days plus 8 bank holidays
PROBATION	9 calendar months' probation period, 1 calendar month notice during this period
NOTICE PERIOD	3 calendar months by employee 3 calendar months by the University
SICK PAY SUBJECT TO FOLLOWING CORRECT NOTIFICATION PROCEDURES	<ul style="list-style-type: none"> ▪ 0 to 3 months service: 1 month full pay ▪ 3 to 12 months service: 2 months full pay and then 2 months half pay ▪ 1 to 3 years' service: 3 months full pay and then 3 months half pay ▪ 3 + years' service: 6 months full pay and then 6 months half pay
LONG SERVICE AWARDS	For staff reaching 25 or 40 years of continuous service, £400 vouchers (shopping/holiday/leisure) or 5 days annual leave (pro rata for part-time staff)

Appointment process

Anderson Quigley is acting as an employment advisor to the University of Manchester. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

How to apply

Should you wish to discuss the role in strict confidence, please contact Sophie Rees on +44 (0)7719 313 982, sophie@andersonquigley.com; or Ed Pritchard on +44 (0)7873 218 380, ed@andersonquigley.com.

The closing date for applications is **noon on Monday, 5 December 2022**.

Applications should consist of:

- A full CV;
- A covering letter (maximum of three pages) outlining how you meet the points under the person specification;
- Please include details of two referees, though please note that we will not approach referees without your prior consent and only should you be shortlisted; and
- Please use the following link to complete the online [Equal Opportunities Monitoring Form](#).

Completed applications should be uploaded at www.andersonquigley.com/candidates using the reference number **AQ1609**.

Equal opportunities

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.

Our University is positive about hybrid and [flexible working](#). Blended working arrangements may be considered.

All candidates applying for the role will be required to complete an Equal Opportunities Monitoring Form. This will assist us in monitoring selection decisions to assess whether equality of opportunity is being achieved. Information collated from the Equal Opportunities Monitoring Form will not be used as part of the selection process and will be treated as strictly confidential.

Personal data:

In line with GDPR, we ask that you do not send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your sensitive personal data in your CV or application documentation will be understood by us as your express consent to process this information. Please also remember not to mention anyone's information or details (such as referees) who have not previously agreed to their inclusion.

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The University of Manchester

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Royal Charter Number RC000797 DW3645.10.21

www.manchester.ac.uk