

Centre Manager – UK Supply Chain and Logistics Excellence Centre

Job Ref: REQ240906

Loughborough University and the Loughborough Business School, through a new long-term partnership with the Massachusetts Institute of Technology Centre for Transportation and Logistics (MIT-CTL), has just established the UK Supply Chain and Logistics Excellence Centre (UK SCALE Centre) as the newest member of the MIT Global SCALE Network.

The UK SCALE Centre will focus on research, education, and working with industry, with the ambition of becoming the central hub for supply chain innovation and talent development in the UK. By working closely in concert with key stakeholders in the sector, the Centre will help to bridge the gap between academic research and industry R&D. We aim to drive forward innovative solutions to the biggest challenges facing the UK's logistics and supply chain capabilities. The Centre will also equip the next generation of researchers and professionals with the essential skills and knowledge of best practice to take leading roles in building the future of supply chains.

The Centre will join the established SCALE Network which is already operating around the world in countries such as Spain, Luxembourg, China, and Colombia, becoming part of a global collaborative network. In total there are now six Centres of Excellence across four continents. These centres pool their expertise and work together on research projects that address real-world supply chain and logistics challenges, helping companies worldwide navigate an increasingly complex business environment.

The network supports over a dozen educational programs, engages more than 80 researchers and faculty, partners with 150 corporations, and boasts an alumni network of over 1,200 professionals worldwide.

Based at Loughborough University, the UK SCALE Centre will offer both Masters and Doctoral degrees, and the opportunity for MSc students to spend time at MIT's campus. A suite of executive education offerings will also be developed, which will be further customisable to offer bespoke training for individual organisations.

The Loughborough University campus is based in the heart of England. With world-class facilities and plenty of green open space, it has everything our students, staff, and visitors need on site. Loughborough is an exceptional University. Our excellent student experience, acclaimed research, unparalleled sporting achievements, outstanding teaching and learning, and commitment to change, allow us to offer something truly distinctive from that of other Universities.

Loughborough Business School at Loughborough University is internationally leading in research and teaching covering the disciplines of business, management, finance, accounting, and economics.

We provide a high-quality education experience and undertake research that is tailored to the demands of today's business environment, certified through triple accreditation by AMBA, EQUIS and AACSB. This leading position is built and developed around a vibrant international community that provides an excellent environment for progressing an academic career.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To manage and coordinate all operational aspects of the UK Supply Chain and Logistics Excellence Centre.

Job Duties

Centre management and governance

- To develop a strong working relationship with the Centre Director and a detailed understanding of their ambitions for the Centre; to support and contribute to the development of the Centre's Strategy and agreed Key Performance Indicators; act as a key contact in the absence of the Centre Director, and engage with School and University colleagues when issues arise; work closely with other colleagues and take responsibility for the coordination of Centre activities and events; to coordinate HR processes within the Centre to include Recruitment & Selection, Sickness Absence and Personal Development Reviews (PDR's).
- To develop a knowledge of School and University guidelines on governance to ensure that performance reports and proposals for new activities can be channelled through appropriate committees for endorsement; to liaise closely with School colleagues
- To coordinate and monitor individual activities against the Centre's programme plan, tracking performance and expenditure in liaison with associated project partners, stakeholders and sponsors, as appropriate.
- To produce a range of project documentation in relation to budgets, governance, ethics and Health and Safety, to ensure that project obligations are met and recorded.
- To contribute to the allocation and prioritisation of work in the Centre by supporting processes for the appraisal of progress and individual performance. Develop and embed transparent internal processes that will facilitate the achievement of the Centre's objectives, whilst adhering to University policy.
- To work with the School Finance Business Partner and colleagues from the Research Finance Office to plan and execute effective financial procedures. Manage all financial transactions, ensuring accurate forecasting of expenditure and income against agreed KPI's; establish and maintain accurate financial records for reporting and audit purposes.
- Provide support for the Centre Director by contributing to the Centre's resource planning; prepare and analyse management information, produce reports, make recommendations where appropriate, and help with other administration needs as requested by the Centre's Director to support the delivery of the Centre's strategy.
- Organise and support formal meetings; plan agenda, produce and coordinate papers and record formal minutes of discussions at the Centre's Operational Board and Strategy Board meetings.
- To provide support on any other matters of management and governance

UK SCALE Centre coordination and activities

- Responsible for leading operational activities across the UK SCALE Centre function.
- To work with the central Research Contracts team at Loughborough to develop a suite of standard precedents for all associated Contracts, taking responsibility for issuing these as required in line with standard institutional processes and procedures. Along with monitoring performance and collating performance and impact information.
- Manage external relationship to ensure good working relationships are maintained.

- To collaborate with other stakeholders in SCALE Centre network in a timely and professional manner.
- Manage the organising of UK SCALE Centre meetings, workshops and other engagement events.
- To participate in events and knowledge exchange activities with SCALE Centres, its community of researchers, and other external stakeholders.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the School.

Management responsibilities

- To line manage the Centre Administrator (once appointed)

Related activities

- To engage in training and continuing professional development.
- Identify, encourage, and promote good practice in the area of equality and diversity
- Contribute to the development of EDI strategies and action plans and support their delivery
- To carry out these and any other duties commensurate with the grade and purpose of the post, in line with objectives agreed in the staff review process.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the School's Head of Operations, with a dotted line to the Director of the UK SCALE Centre

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of providing high level Professional Service support in a research-intensive environment	1, 3
	Experience of creating, implementing and managing effective processes and procedures to comply with regulatory requirements	1, 2, 3
	Sound experience of managing budgets, ideally involving the intricacies of research funding from a variety of sources	1, 3
	Experience of taking a strategic view in day-to-day decision-making in the absence of senior colleagues	1, 3
Skills and abilities	Highly organised with excellent planning and project management skills	1, 3
	Confident ability to produce, manipulate and present management information	1, 3
	Ability to assimilate and apply information in a multi-disciplinary environment	1, 3
	Excellent communicator who can engage effectively with a range of stakeholders	1, 3
	Ability to work collaboratively with academic and professional services staff.	1, 2, 3
	Strong evidence of skills in persuasion and diplomacy	1, 3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations	1, 2, 3
	Excellent practical IT skills including Microsoft Office and Outlook diary management	1, 3
Training	Evidence of continuous personal development; a willingness to undertake further training as appropriate, and to adopt new procedures as and when required	1, 3
Qualifications	Undergraduate degree or equivalent qualification	1, 3
	Or substantial relevant experience gained in a similar HE setting	
Other	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace	1, 3
	A commitment to equality and diversity with the ability to role model, adhere to and advocate Equality and Diversity policies	1, 3
	Willingness to work flexibly and to work occasional out of hours where required.	1, 3
	Ability to travel in the UK, including overnight stays away from home	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of research project administration and impact reporting (e.g. via ResearchFish)	1, 3
	Experience of working with a range of contacts from multi-disciplinary fields	1, 3
	Experience of implementing and monitoring equality, diversity and inclusion policies	1, 3
	Experience of supervising staff and/or undertaking a line management role	1, 3
Skills and abilities	Knowledge of, and interest in, Manufacturing research	1, 3
	Ability to present complex information effectively to a range of audiences	1, 3
Qualifications	Postgraduate degree in a relevant field (e.g. manufacturing)	1, 3
	A relevant project management qualification	1, 3

Conditions of Service

The position is full time (37 hours per week) and open-ended. Salary will be on Management and Specialist Grade 7, £46,485 – £55,295 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>