



Science and
Technology
Facilities Council

Science and Technology Facilities Council

Chief Operating Officer

Candidate Prospectus
September 2020



Science and
Technology
Facilities Council

Welcome message from Executive Chair, Professor Mark Thompson



Dear Candidate,

I am delighted you are interested in the role of Chief Operating Officer at the Science & Technology Facilities Council (STFC).

STFC's research portfolio is world class in terms of excellence and impact. Our research communities and staff deliver significant research, economic, societal and international benefits for the UK: ranging from high-value skills training and STEM inspiration, to healthcare, the environment, energy and food security, and stronger international partnerships among others.

As part of STFC's Executive Committee and working closely with Chief Operating Officers of the other eight Councils, this is a central and high-profile role. We are looking for an exceptionally skilled and experienced individual to lead Corporate Services within STFC as a key member of the STFC Executive Board.

To ensure that we benefit from diverse perspectives, expertise and experiences, we welcome applications from all people, including women, minority ethnic and disabled candidates who are particularly under-represented at senior levels in the research and innovation system.

Thank you for your interest and I look forward to meeting you at a later stage in the process.

Professor Mark Thompson
Executive Chair, Science and Technology Facilities Council



Science and
Technology
Facilities Council

About UKRI

UK Research and Innovation (UKRI) works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish. We aim to maximise the contribution of each of our component parts, working individually and collectively. We work with our many partners to benefit everyone through knowledge, talent and ideas.

Operating across the whole of the UK with a combined budget of more than £8 billion, UKRI brings together the seven Research Councils, Innovate UK and Research England.

Our mission is to be a trusted partner and to ensure research and innovation continues to flourish in the UK. We will support and help connect the best researchers and innovators with customers, users and the public. We will invest every pound of taxpayers' money wisely in a way that maximises impact for citizens, in the UK and across the world.

We will be measured by the impact we deliver, and this will have three elements:

1. We will push the frontiers of human knowledge and understanding
2. We will deliver economic impact and social prosperity
3. We will create social and cultural impact by supporting our society and others to become enriched, healthier, more resilient and sustainable.

We are an independent organisation with a strong voice for research and innovation, both to government and internationally, we are supported and challenged by an independent chair and board. We are principally funded through the Science Budget by the Department for Business, Energy and Industrial Strategy (BEIS).



Department for
Business, Energy
& Industrial Strategy





About STFC

The Science & Technology Facilities Council (STFC) is one of Europe’s largest research organisations, trusted to support, enable and undertake cutting edge projects in a range of diverse fields.

As one of the nine bodies of UK Research and Innovation, STFC’s research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale. From cancer research to clean energy, powering transport to cultural heritage - our impact is felt across many aspects of daily life. We also collaborate extensively with industry and our long term R&D underpins sectors which contribute billions of pounds annually to the UK economy; including space, pharmaceuticals, digital animation and communication, microelectronics and physics-based manufacturing.

[STFC's Delivery Plan](#) highlights our ambitions to:

- Fully engage with new frontier science opportunities and drive the development of novel technologies;
- Use our inspiring high-tech facilities, in the UK and overseas, as a training ground for skills in engineering, technology and computing for the UK;
- Create a strategic pipeline for developing our world-leading National Facilities and to keep them world class;
- Continue to develop the research and innovation ecosystem at our Harwell and Daresbury Campuses; and
- Strengthen our strategic partnerships across UKRI and externally.

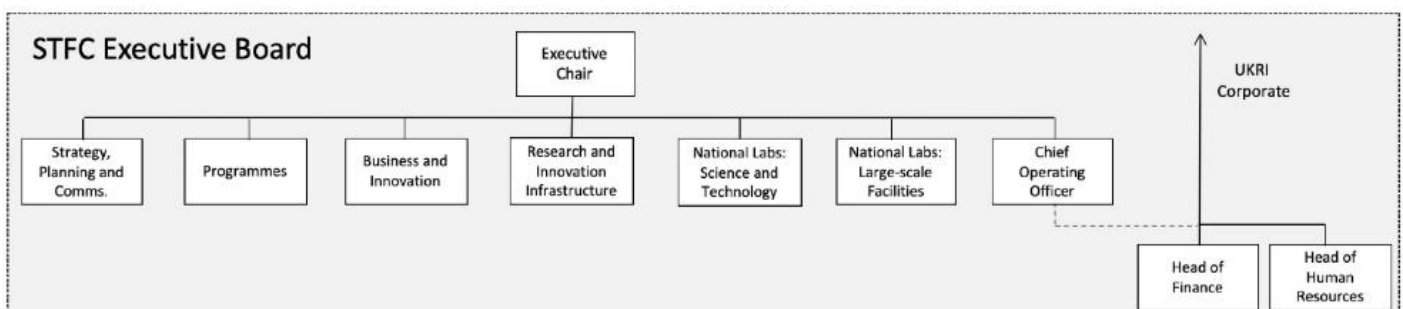
How we are organised

The STFC Executive Board is set up and appointed by the Executive Chair. It has the remit to lead the day to-day activities of STFC and to manage its delegated budget to achieve the outcomes defined in the STFC Strategic Delivery Plan and by UKRI. As constituted, the STFC Executive Board reports to the STFC Executive Chair (who is also the Chair of STFC Council), but does not report directly to STFC Council. The Executive Board is the senior executive leadership body within STFC, responsible for delivery of the following:

- the research programme;
- international subscriptions and engagement;
- economic impact;
- the Harwell and Daresbury campuses;
- outreach, external relations and communications;
- tracking operational delivery, according to the STFC Strategic Delivery Plan

The Executive Board members are also responsible for representing STFC on high-level UKRI committees.

In the matrixed approach to organisational structure of UKRI, a number of functions, including finance and human resources, adopt a Business Partner model. In the context of





the STFC Executive Board, the line managers of the Heads of STFC Finance and STFC Human Resources are part of the UKRI central corporate functions. However, the indirect functional reporting line is to the STFC Chief Operating Officer and the Heads of Finance and Human Resources are key members of the STFC Executive Board.

Our approach to Equality, Diversity and Inclusion

Promoting equality, diversity and inclusion is an integral part of our vision to deliver new knowledge and an enriched, healthier, more sustainable and resilient society and culture, and to contribute to a prosperous economy.

UKRI believes that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed in an environment which enables them to do so. We also recognise and will seek to maximise the benefits achieved by diversity of thought and experience within inclusive groups, organisations and the wider community.



As UKRI, we are committed to equality, diversity and inclusion for its own sake, and to continue to attract and nurture talented people from the widest pool to maintain a global lead in research and innovation and remain internationally competitive. This is supported through two equality, diversity and inclusion specific strategic objectives:

- a. Champion equality, diversity and inclusion across the research and innovation sector, and support a healthy and high integrity culture
- b. Be a great place to work, which inspires, engages and learns from its people.

STFC is committed to developing a sustainable approach to ED&I across all of our activities and practices as an employer, funder and partner.



Job Description and Person Specification

Job title	Chief Operating Officer
Area	STFC
Grade	UKRI-X
Reports to	Executive Chair
Contract Type	Open-ended
Based	Rutherford Appleton Laboratory (Oxfordshire)

Context

UK Research and Innovation is a new entity that brings together nine partners to create an independent organisation with a strong voice for research and innovation, and a vision to ensure the UK maintains its world-leading position in research and innovation. More information can be found at www.ukri.org.

The Science and Technology Facilities Council is a world-leading multi-disciplinary science organisation, and our goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

Context

The Chief Operating Officer for the Science and Technology Facilities Council is an executive role, where activities focus in four key areas:

- 1) **Direct line responsibility** for a number of corporate functions, that include, Estates, Health and Safety, Continuous Improvement and Risk Management.
- 2) **Business partner arrangements** with UKRI corporate functions that include; Finance; Human Resources; Governance, Assurance, Risk and Information; Procurement; Business Continuity and Estates.
- 3) **As a member of the Executive Team** to lead and support strategic planning and decision making; and to work on a number of collaborative activities that are incorporated within the enabling activities of the STFC Strategy Map, such as evaluation and improvement of corporate performance, recruitment and retention deep dive, estates planning, environmental strategy etc
- 4) **To operationally influence and respond** to the changing needs, demands and opportunities of UKRI, through representation on respective UKRI committees and sounding boards and ensuring there is an effective 2-way dialogue with the UKRI central hub and other Councils.

Responsibilities

Key Responsibilities

The role will have responsibility for:



- Direct management, including strategic planning and decision-making, of STFC's Support Services over 4 locations, including Estates and Facilities Management, Safety, Health and Environment (SHE); Risk Management and Continuous Improvement.
- The postholder has indirect responsibility for the Human Resources, Finance, Governance, Assurance, Risk and Information (GARI) functions and procurement .
- Supporting the STFC Executive Chair in the transformation of STFC in alignment to the UKRI strategy.
- Ensuring STFC receives quality and timely support, information and advice from UKRI Corporate Services.
- Establishing procedures and processes to ensure the smooth functioning of STFC in terms of corporate governance and corporate management.

Corporate Responsibilities

- Take a visible leadership role as a key member of STFC Executive Board
- Share corporate accountability for the delivery of STFC's Vision, Strategic Delivery Plan, oversee development of future strategy, policy and plans to optimise delivery of STFC's objectives, ensure effective corporate governance and meeting of our statutory obligations; and continuously improve STFC's overall performance
- Act as a role model and champion for STFC's organisational values, equality, diversity and inclusion principles
- Act as a senior ambassador for STFC at international, national and local levels
- Work in close collaboration with other Executive Directors to:
 - Provide strategic support to drive our people performance.
 - Strengthen strategic relationships including those with key universities and overseas facilities.
 - Maximise the exploitation and impact of our science for industry.
- Reflect and enable the vision and objectives of UK Research and Innovation
- Undertake project leadership or support and other bespoke ad-hoc activities as directed by the Executive Chair

Continuous Improvement, Planning and Delivery

- Supporting the effective organisation design and delivery capability for STFC
- Working collaboratively to identify and deliver simplification and harmonisation.
- Acting as the change agent for Corporate Services in support of continuous improvement across UKRI.
- Acting as the fulcrum for the STFC input to UKRI Corporate Services plans; ensuring that STFC requirements are reflected and that the STFC can deliver agreed outcomes.
- Inspiring, empowering and developing the STFC corporate services teams

Finance and Commercial

- Working closely with the UKRI Corporate Services and STFC Finance Business Partners to ensure that STFC and UKRI have the necessary financial controls and reporting (reflecting Managing Public Money).
- Overseeing significant procurements in conjunction with the Corporate Services Procurement Business Partner.

Human Resources

- Working closely with the UKRI Corporate Services and STFC HR Business Partners to ensure STFC has the right people, in the right place, doing the right things, developing their skills and maximising their productivity in alignment with STFC and UKRI strategy.
- Leading on staff and Trade Union relations.



Governance, Assurance, Risk, Information, Legal

- Working closely with the UKRI Corporate Services and STFC GARI Business Partners to provide the Executive Chair and Council with appropriate governance structures, assurance as to the integrity of activities, that risks are identified and mitigated, that information is accurate and secure (reflecting GDPR).

Grants Administration

- Ensuring that new Target Operating Model for the new funding service being developed meets STFCs needs.
- Ensuring that the Grants Administration systems continues to deliver the quality and timely service that STFC requires.

Estates and Facilities Management

- Responsible for strategic direction and delivery of estates services and facilities management, ensuring fit for purpose build and maintenance of the estate and effective space management.
- Supporting the Head of Estates in the master planning and infrastructure of the wider campuses, and representing STFC as the strategic lead in this regard.
- Managing corporate compliance and statutory liability.

Safety, Health and Environment

- Directly responsible for the SHE function which will entail working closely with the UKRI Corporate Services and STFC Business Partners to provide a safe and healthy working environment for all staff, workers and visitors to all STFC sites.
- Working closely with the UKRI Corporate Services and STFC Business Partners to deliver STFC's environmental agenda
- Ensuring effective systems and processes to support STFC Health and Safety Governance arrangements and promote strong union engagement.

Relationships

Given the changing landscape of UKRI, the postholder needs to ensure appropriate systems and processes are in place to support the enabling activities of STFC with a strong alignment of activities to UKRI. This requires a combination of line responsibility setting clear expectations for a number of STFC corporate functions and influencing individuals and teams at different levels of the Council and across UKRI. Building strong collegiate relationships with the STFC Executive Team and through the business partner arrangements are critical aspects of the role using influence, rather than line authority.

Key Skills – About the Person

You will be qualified to degree level in a Business discipline, or demonstrate significant equivalent experience. Qualifications in financial management and/or project management are desirable, as is professional membership of a relevant business institution.

You will demonstrate significant experience of organisational change, leading a corporate services function at senior management level, with leadership knowledge of the range of disciplines involved, including experience of financial planning and analysis, and of delivering significant projects / major change at pace.

You will have experience of working with Boards at a senior level with diverse internal and external stakeholders, and evidence of building effective cross functional working relationships.



You will be a motivational and inspirational leader with experience of successfully leading and developing high performing teams to deliver high-quality and resilient business-as-usual operations and to enhance service delivery.

You will demonstrate an appreciation of governance and risk management principles, and of complex HR issues, based on close management experience.

Experience from the research and innovation sector and experience of the public sector are desirable.

You will demonstrate a record of operating at strategic level, working collaboratively with partner organisations with a record of translating organisational vision and strategy into operational requirements

You will display first class communication, interpersonal, relationship building, collaboration, customer relations and influencing skills.

Essential	Desirable
<p>Educated to degree level in a Business discipline or demonstrate significant equivalent experience.</p> <p>Significant experience of delivering organisational change, leading a corporate services function at senior management level, with leadership knowledge of the range of disciplines involved, including experience of financial planning and analysis, and of delivering significant projects / major change at pace.</p> <p>A motivational and inspirational leader with experience of successfully leading and developing high performing teams to deliver high-quality and resilient business-as-usual operations and to enhance service delivery.</p> <p>Ability to operate successfully at strategic level, working collaboratively with partner organisations with a record of translating organisational vision and strategy into operational requirements</p>	<p>Professional qualifications in financial management and/or project management are desirable, as is professional membership of a relevant business institution.</p> <p>Demonstrate an appreciation of governance and risk management principles, and of complex HR issues, based on close management experience.</p> <p>Background operating from the research and innovation sector and experience of the public sector preferred.</p> <p>Display first class communication, interpersonal, relationship building, collaboration, customer relations and influencing skills.</p> <p>Proven track record of working with Boards at a senior level with diverse internal and external stakeholders, and evidence of building effective cross functional working relationships.</p> <p>Able to travel within the UK and occasionally abroad.</p>



Science and
Technology
Facilities Council

Recruitment process and timeline

Deadline for applications: Friday 23rd October 2020

Shortlisting: Tuesday 3rd November 2020

How to apply

Please visit the job listing on <https://www.topcareer.jobs/>

For queries or more information please email seniorrecruitment@ukri.org