

Campus Operations Manager

Lancaster University Leipzig

Salary: Competitive (depending on qualifications and experience)

Location: Leipzig/Germany

Type: Permanent – Full-time

The Lancaster University Leipzig campus offers a range of Lancaster University (LU) degree programmes with the university committed to providing the same academic quality and fully rounded student experience as in the UK. In January 2020, the campus opened with a Lancaster University accredited foundation programme delivered by Navitas Germany GmbH – part of Navitas Group - an Australian owned public listed company. Navitas is an industry leader in providing managed campus services, as well as pre-university and university pathway programmes for domestic and international students in Asia, North America, Africa, Australia, Continental Europe and the United Kingdom. In Autumn 2020, four Lancaster University accredited Bachelor of Science programmes were included into the portfolio of programmes.

Lancaster University Leipzig invites applications from individuals with a background in running working environments; this will include oversight of building and planning processes; as well as HR responsibility of a small but growing team. Additionally, this individual will be the local link person to European shared services including HR, Finance, and Compliance functions.

Your Duties:

Operations and Facilities

- Monitor the condition of the building fabric, fixtures and furnishings, and undertaking regular inspections and addressing defects and necessary repairs/maintenance.
- Manage and monitor rooms (for academic and non-academic use) and keep oversight over timetable requirements.
- Maintain an up to date operations manual in an accessible format, ensuring that significant changes are documented immediately and that other updates are undertaken annually.
- Ensure licenses for the Campus are maintained e.g. copyright licence agency, motion picture, etc.
- Oversee the staffing and maintenance of services such as small repairs (janitor responsibilities), cleaning and housekeeping.
- Ensure operations meet the Health and Safety standards required for the scope of the operation, including fire wardens, first aiders, emergency plans, etc. work closely with the partners on safeguarding and prevent requirements.
- Provide service to the Careers and Engagement team in regards to event management, organisation and staffing.

HR

- Provide line management and operational management to a growing number of colleagues working, including reception, finance, cleaning and maintenance staff.
- Be the local link in Germany to the central Navitas HR Shared Services.
- Maintain oversight of induction of new academic and professional services staff in conjunction with Navitas HR Shared Services, with direct responsibility for compliance aspects such as undertaking Right to Work and Disclosure & Barring Service checks and ensuring that staff have undertaken all mandatory training activities for both partners.
- Undertake Right to Work checks for all staff across the Campus (if required).

Finance

- Develop and maintain a thorough understanding of the financial arrangements for Lancaster University Leipzig.
- Support financial forecasting and budgeting.
- In conjunction with Navitas finance staff, monitor schedule of payments and commitments are met.
- Maintain the Campus' insurance cover, ensuring annual renewal and regular review of coverage levels providing recommendations to the Campus Director.
- Maintain the asset register for the Campus in line with Navitas financial policy, ensuring additions and disposals are recorded and an annual inventory is undertaken.

Governance and Compliance

- Develop and maintain expert knowledge of the legal agreements related to the company structure and operations.
- Maintain annual schedule of advisory committees ensuring that these meet regularly and report to the Executive Committee in accordance with the annual cycle.

- Service the Advisory Committees assisting with agenda planning, preparing committee papers, minuting meetings and preparing and monitoring action logs.
- Serve as GDPR Champion for the Campus, developing and maintain a good knowledge of responsibilities and systems including management of data breaches and adjusting systems as required, and liaison with the Information Commissioners Office.
- Coordinate and support the preparation for cross-College/Campus audits and inspections by internal and external stakeholders e.g. compliance.

General

- Manage small projects that have campus-wide impact at the direction of the Campus Director.
- As a member of the campus's professional services team, support campus-wide activities such as Open Days, Familiarisation Visits for Agents, Welcome Week, Student Events.
- Hold responsibility for event management, catering and design.

Your Profile:

Interested applicants will be able to demonstrate:

Essential

- Fluent in German and English in verbal and written communication.
- Excellent analytical and problem solving skills, using own initiative to come up with creative solutions to problems.
- Strong interpersonal skills (written and verbal) with the ability to communicate issues to a wide audience.
- Excellent IT skills inclusive of demonstrated competence with the Microsoft Office suite – PowerPoint, Excel, Word and Outlook.
- Proven ability to work under pressure and to cope with competing deadlines/demands.
- Ability to negotiate effectively with colleagues from a variety of backgrounds and of varying degrees of seniority.
- Track record of working as a 'team player'.
- Proven ability to develop and maintain effective administration systems.

Desirable

- Background in Estate Management or Hospitality sector
- Experience of working in further/higher education.
- Knowledge of relevant legislation e.g. GDPR, Workplace Health & Safety.
- Project management experience.
- Experience with financial management systems.
- Experience of office management, facility management, and/or committee support.

What we offer

The Navitas Group offers outstanding long-term career opportunities within and beyond Europe, and is a values driven and an equal opportunity employer. The successful candidates will work in:

- A new and dynamic team catering for the needs of predominately international students.
- A work space in one of the most attractive cities in Germany.
- A growing campus that aims to rapidly increase its offerings in both teaching and research.
- A project that will really make a difference to the educational landscape in the region.

If you are interested in this role, please contact the campus director Dr Elisabeth Grindel-Denby via email: Elisabeth.grindel-denby@lancasterleipzig.de

Application Deadline: Wednesday, 7th of September 2022

Interviews: w/c 12th of September 2022