

Job Title:	Head of Operations
Position Type:	Full Time
Duration:	1 year
Band:	Band F (£48,202—£61,592) + London Allowance
Reports to:	Executive Director
Staff responsibility:	Yes

Job Description & Requirements:

The Head of Operations will work closely with the Executive Director and across the UKCDR team to improve the operational systems, processes and policies in support of UKCDR's mission -- specifically, support better management reporting, information flow and management, business process and organisational planning.

The Head of Operations will also review UKCDR's current legal, financial and operational structure and resourcing needs to make recommendations to the Executive Director and the Board on alternative more effective collaborative and legal models. The post-holder will ultimately implement the approved collaborative model and operational plan in support of the new strategy.

The Head of Operations will be an essential member of the team, overseeing daily operations and ensuring project plans and deadlines are met. The post-holder will have line management responsibility for two staff members.

Main responsibilities

- **Governance:** Review existing governance structures and negotiate new collaborative and funding agreements, including a joint MOU across members of the collaborative. Ensure that UKCDR runs with legality and conformity to established policies/regulations.
- **Structure:** Review current collaborative model under which UKCDR operates and recommend alternative options to the Board, such as the establishment of UKCDR as a legal entity and considering any resulting legal, financial and tax implications, subsequently, implement any new approved model.
- **Basic operational frameworks:** Establish basic operational frameworks to support strategic activities, including budgeting frameworks, risk register, project delivery plans, and ultimately organise and oversee daily business operations. Provide the Executive Director with advice, guidance and support on a wide range of operational and administrative issues.
- **Resources, staffing and office management:** Review current capacity and resourcing to ensure it is aligned with the new strategy. Implement new operational and staffing structure, including development of business cases and

recruitment. Oversee office management activities, including service level agreement with hosting organisations.

- **Finance:** Manage financial operations, working closely with the Executive Director to forecast budgets and with the financial accountant to report on income and expenditure and produce quarterly financial reports for UKCDR members. Oversee any audits and evaluations.
- **Monitoring and evaluation:** Working closely with the Executive Director set comprehensive goals for performance, working closely with the research and policy officers, identify performance metrics and indicators for evaluation, including development and maintenance of a logical framework.
- **Managerial responsibilities:** Line manage the Events and Office Manager and the Communications Manager.
- **Other:** The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

Person specification

Essential

- Proven experience in an operational role
- Understanding of business functions such as Finance, HR, Communications
- Ability to develop budgets and financial reports and present at the strategic level to Boards
- Proven experience of developing a risk profile and register
- Working knowledge of data analysis and performance/operation metrics
- Experience of working with legal and tax experts
- Proven experience in managing relationships with stakeholders at various levels
- Drive to achieve results
- Aptitude in decision-making and problem-solving
- Demonstrable competency in business development
- Experience in negotiating and working with suppliers
- Ability to manage time and workload effectively
- Strong attention to detail but ability to communicate at the strategy level
- Excellent communication skills (written and verbal)
- Outstanding organizational and leadership abilities
- Ability to engage and motivate others
- Ability to work in a team environment

Desirable

- Interest in international development
- Interest in research, science and innovation
- Experience in working in charitable sector or in small organisations
- Experience of working in public sector partnerships
- BSc/BA in Business Administration or accounting qualification or relevant field or equivalent work experience in a relevant field; MSc/MBA is a plus

Background

UKCDR is a collaborative of government and research funders with interests in international development. Since 2008, it has worked to make the UK, which is one of the most productive, innovative and high-quality research countries in the world, also a world leader in collaboration for the use of research and innovation to achieve sustainable development.

UKCDR exists to connect and build expertise among its membership and to build connections between the research and development communities. By ensuring better coherence and collaboration, it allows funders to act in complementary ways or in partnership, and avoiding risks of fragmentation, duplication and missed opportunities. By fact-finding, analysing and distilling information, and bringing together the expertise of its members and stakeholders in a neutral space, it enables links and partnerships and facilitates best practice and stronger strategic decision making. This ensures the best science is funded and used to benefit international development, as well as the UK.

UKCDR's core contributing members include The Department for International Development (DFID), Department for Business, Energy and Industrial Strategy (BEIS), Department for Health and Social Care (DHSC), UK Research & Innovation (UKRI) and the Wellcome Trust.

UKCDR is governed by a newly formed Board, the HMG Strategic Coherence for ODA-funded Research (SCOR) Board. The SCOR Board is chaired by an independent member, Professor Peter Piot, and brings together the Chief Scientific Advisers and Directors of our Core members, and engages strategically with HMG Treasury.

In June 2018, UKCDR launched a new strategy building on firm foundations laid since its establishment in 2008, and aligning to the 2015 UK aid strategy and the UN Global Goals for Sustainable Development. It comprises four integrated overlapping aims:

- Mapping analysis and foresight
- Convening for collaboration and joint action
- Sharing information, learning and best practice
- A collective voice to shape policy

UKCDR is reviewed annually by its members. UKCDR is hosted by the Wellcome Trust in London, with HR support provided by UKRI (which directly employs UKCDR staff). The current team comprises 6 staff, including the Executive Director, an Events and Office Manager, a Communications Manager and three Research and Policy Officers.

More information about the UK Collaborative on Development Research can be found at www.ukcdr.org.uk.

To apply please send your CV, cover letter and equal opportunities monitoring form to info@ukcdr.org.uk by 23:59 GMT **9 December 2018**.