

## Job Description

<b>Post/Job Title:</b>	<b>Chief of Staff and Head of External Strategic Affairs</b>
<b>Faculty/Professional Service:</b>	<b>Office of the Vice-Chancellor (OVC)</b>
<b>Location:</b>	<b>Poole House, Talbot Campus</b>
<b>Normal hours per week:</b>	<b>Full time</b>
<b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>	
<b>Grade:</b>	<b>10</b>
<b>Accountable to:</b>	<b>Vice-Chancellor and Chief Executive Officer (CEO)</b>
<b>Responsible for or supervises:</b>	<b>Senior Executive Officer and Executive Officers</b>

### Job Purpose

The Chief of Staff and Head of External Strategic Affairs for the Office of Vice-Chancellor (OVC) will provide high-level advice, support and guidance to the Vice-Chancellor and CEO, and their wider executive team, in the delivery of BU's priorities.

They will be the professional lead supporting the Vice-Chancellor and CEO, acting as a support for the effective delivery of the strategic plan, and ensuring the efficient running of the OVC and executive governance.

The postholder will provide leadership and management to the Executive Officer team within the OVC, and other postholders who support these activities, in addition to the management and delivery of external affairs.

They will provide support and institutional oversight of the Chancellor and Pro Chancellors, ensuring they are briefed and prepared for university events including strategic communications and graduation ceremonies. They will provide coordination for the recruitment and induction of new Chancellery appointments including preparing relevant University Board Nominations Committee papers.

This role will lead on a range of strategic projects, providing data informed reports and working to secure and manage key relationships with external stakeholders. The position will ensure effective partnership engagement with external stakeholders, and will identify and address key issues confronting the University in external and internal policy areas. They will also seek and provide advice and guidance in relation to key areas of national and international policy.

### Main Responsibilities

Provide advice, support and guidance to the Vice-Chancellor and CEO, and their executive leadership team on a diverse range of issues relating to their objectives and priorities, which will include ensuring thorough briefings, scripting and stakeholder mapping. This includes but is not limited to seeking and providing advice in relation to key areas of national and international policy and providing guidance in relation to university process and practice.

Enable the servicing of senior management team meetings, performance monitoring, verification and reporting of key objectives. This will include policy analysis, horizon scanning and senior level communication including speech writing and briefing preparation for internal and external engagements.

Preparing board and subcommittee reports and associated presentation materials and supporting materials. Setting and maintaining institutionally wide standards for consistent agendas, minute taking, business case and board papers.

Prepare sensitive and/or complex correspondence, consultation documentation and reports in liaison with senior external and internal stakeholders, handling specific requests, correspondence, responses and issues as directed by the Vice-Chancellor and CEO, exercising judgement and initiative to seek resolution.

Support and develop mechanisms for effective liaison and coordination between members of the executive leadership team to help facilitate the progress of initiatives and objectives, the preparation and coordination of correspondence and statements by the Vice-Chancellor and CEO, with a particular focus on the consistency and strategic alignment of messaging.

Manage the resources of the Executive Officer team within the Office of the Vice-Chancellor (OVC), including the budget. Co-ordinate administrative activities of the OVC ensuring a smooth and efficient service is provided to members of the UET.

### **Executive Governance**

Take a lead in researching and drafting speeches and presentations to ensure that the Vice-Chancellor and CEO is prepared for events and meetings in a timely manner.

Represent the university and members of the executive team locally, nationally and internationally, as required.

Act as project lead on specific transformational projects of institutionally strategic significance, as identified by the Vice-Chancellor and COO.

Manage the circulation process of key documents from external organisations received by the Vice-Chancellor and CEO to appropriate senior staff and co-ordinate action and/or collate responses to deadlines as required.

Facilitate communication between the OVC and the rest of the university and respond on behalf of the Vice-Chancellor to internal requests for information.

Co-ordinate the retention of records in the OVC in accordance with latest requirements including Freedom of Information and Data Protection.

### **Policy**

To research, analyse and synthesise relevant internal and external data (qualitative and quantitative), identifying impact and opportunities; provide evidence based advice and guidance on implications for Bournemouth University as well as significant support in policy formulation and implementation.

Actively gather, interpret and evaluate intelligence on Higher Education policy, regulation and other national/international influences to inform the development and implementation of University policy, plans and strategy to include:

- in-depth analysis to create an evidence base to support policy, planning and strategic decision making;
- provision of senior level advice, guidance and recommendations; and
- anticipation and interpretation of the actions of key stakeholders.

Proactively analyse information, working closely with relevant departments in the University to prepare evidence-based briefings to inform senior level decision making.

### **External Engagement**

Represent the university and members of the executive team locally, nationally and internationally, as required.

Oversee and organise VIP visits and key corporate events hosted by the Vice-Chancellor and CEO to ensure that the stakeholder experience is excellent.

Working with Marketing and Communications, ensure that policy and public affairs work is aligned and integrated and that maximum impact is derived from this activity.

Thought leadership, proactively positioning the Vice-Chancellor in external and industry media on important university issues.

Work to proactively promote positive impact the university is having, ensuring the Vice-Chancellor is well briefed on university successes.

Institutional awards – overseeing the process for key institutional awards including the THE Awards and Queen Elizabeth Prize for Education (previously the Queen's Anniversary Prize).

Liaison and oversight of coordination of activities and communication with the Chancellery.

Undertake general duties to support the work of the OVC and as required the wider UET.

Organise and deliver media training for UET colleagues when appropriate.

Ensure UET's visibility on institutional news, research, and market opportunities, reinforcing BU's strategic priorities, prioritising positive news.

Lead BU's public affairs function, managing key external relationships and engagements.

Maintain key external partnerships (e.g., UHD, AFC Bournemouth, Dorset LEP) and attend relevant steering groups.

Manage £5,000 budget allocated from Public Affairs budget.

Undertake other duties commensurate with the post as may be required by the Vice-Chancellor and CEO.

## **Contacts**

**Internal:** Vice-Chancellor's Executive Officer, Members of the University Executive Team; Members of the University Leadership Team; Clerk to the Board; Chancellor and Pro-Chancellors; Marketing and Communications; Heads/Directors of Professional Services; senior staff in Faculties/Professional Services.

**External:** A wide range of key stakeholders in institutions across government and the HE sector including Office for Students, Government departments, MPs, NHS, Universities UK, etc. Key stakeholders in the region including Councils and other regional bodies.

## **Information Governance Responsibilities**

### Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global

learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

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<b>Faculty / Service:</b> OVC	<b>Date:</b> August 2025
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Intellectual capacity and agility to deal with a broad span of duties	E
Proven leadership experience in a range of demanding and influential roles	E
In-depth knowledge of current and forthcoming issues in Higher Education and the latest developments with regard to policy	E
Successful record of identifying organisational priorities and initiating and developing analysis, recommendations and actions in a large-scale complex organisation	E
Demonstrable experience of delivering high quality support to executive decision-making	E
Demonstrable experience of independent working within a broad strategic framework requiring a high level of decisiveness and judgement	E
Relevant experience of working with the media and key external interfaces	E
Proven ability to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the University.	E
Knowledge of Higher Education regulation, statutory returns and processes	D
Skills	
Highly developed research and analytical skills	E
Highly developed project management skills	E
High levels of literacy and numeracy	E
Excellent written communication skills including high quality drafting of minutes and speeches	E
Exceptional communication skills; able to articulate ideas and messages with clarity and consistency to diverse audiences	E
Dispute/complaint resolution skills	E
Excellent team leadership and team working skills	E
Excellent interpersonal skills with an ability to establish and build major relationships with stakeholders.	E
Attributes	
High level of emotional intelligence with excellent judgement	E
Ability to influence stakeholders at every level of function and seniority	E
Strategic mindset	E
Resilient with a drive and capacity for speedy, efficient and effective turnaround of work in a high pressure and dynamic environment	E
Strong research and analytical skills with the ability to produce summaries of complex issues, datasets and information for presentation to a range of audiences	E
Political awareness and sensitivity	E