

Operations Director

Salary:	Competitive salary plus benefits
Location:	Russell Square, London
Term:	Fixed term contract until April 2024
Reports to:	Centre Director
Responsible for:	Finance and Administration Manager; Partnerships Manager
Hours:	37.5 per week

This full-time role is open as a secondment opportunity

We are looking for an experienced, dynamic and ambitious Operations Director to help us establish and deliver a major new Policy and Evidence Centre on Modern Slavery and Human Rights.

Background

1. The Bingham Centre for the Rule of Law is leading a consortium of partners to deliver a major new Policy and Evidence Centre on Modern Slavery and Human Rights. (PEC). The new PEC was announced by then Prime Minister Theresa May in July this year:
<https://www.gov.uk/government/news/government-to-launch-new-modern-slavery-research-centre>
2. The PEC, which has been awarded £10m of public funding from the UK Research and Innovation Strategic Priorities Fund and is led by the Arts and Humanities Research Council (AHRC), will bring together leading academics, policy-makers, businesses and civil society organisations in a highly collaborative, interdisciplinary Centre which aims to transform our understanding of modern slavery and the effectiveness of legal and policy responses designed to eradicate it.
3. We are seeking to appoint an Operations Director who will be responsible for the PEC's day to day operations. This is an exciting opportunity to establish and develop the operational systems required to deliver the new PEC's ambitious objectives. As a key member of the PEC's senior leadership team, the Operations Director will work closely with the PEC Director to develop and implement a Delivery Plan, translating the PEC's strategic objectives into operational plans, including a framework for measuring the PEC's policy impact and reporting on the PEC's performance more generally. The Operations Director will deputise for the PEC Director on management issues.

About you

4. You will have: a strong track record of leadership in translating strategic plans into operational plans; experience of delivering complex, large scale projects involving multiple stakeholders at the highest level; strong communication skills; excellent people management skills; experience in developing and implementing impact frameworks, ideally in a policy research setting; familiarity with university and research funding structures; proven entrepreneurial flair, including a strong appetite for working with the PEC

Director to set up and build a new and high impact institution. It is desirable, but not essential, that you will have some relevant knowledge and experience of the policy areas of modern slavery and human rights in which the PEC will be working.

5. The PEC is committed to being inclusive and diverse and particularly encourages applications from women, people with disabilities, BAME applicants, LGBT+ applicants and other minorities.

The Role

6. The main responsibilities of the role are:

Operational management

- To have overall responsibility for ensuring that the PEC's day to day operations support the delivery of the PEC's objectives
- To lead on the identification, development and implementation of new and robust policies, protocols and business processes necessary to ensure the delivery of the PEC's objectives, and to protect the PEC's staff and the organisation against reputational risk, in conjunction with the PEC's Senior Management Board and other key stakeholders
- To line-manage the PEC's Finance and Administration Manager and Partnerships Manager
- To lead on the resolution of PEC-wide operational issues which require a centrally co-ordinated approach, including liaison with relevant Finance, HR, Development, IT and Communications functions in BIICL
- To oversee delivery of the PEC's research commissioning activities, in close liaison with the AHRC
- To proactively develop and oversee processes for managing the PEC's complex partnership infrastructure, both across and beyond the consortium, with the support of the Partnerships Manager

Strategic leadership

- To be a member of the PEC's Senior Management Board, alongside the PEC Director and the Co-Director/Research Director
- To work in conjunction with and proactively support the PEC Director to ensure clarity and consistency in the articulation of the PEC's vision
- To lead on the development and implementation of the PEC's Delivery Plan, including clear objectives, deliverables and KPIs
- To lead on the monitoring and reporting (both internal and external) of performance against the PEC's Delivery Plan, including performance against KPIs, for the Senior Management Board and Advisory Group
- To propose changes to the Senior Management Board when performance falls short
- To create a strong working environment within the PEC that encourages and enables organisational effectiveness

- To develop a strong performance culture amongst PEC staff, with robust review and appraisal systems and clear progression opportunities, and keeping contracts and salary structures under review
- To lead on the PEC's business development, identifying ways of creating value for the PEC's stakeholders, with a view to building contributing partnerships and making the PEC sustainable beyond the life of the grant
- To ensure that the Senior Management Board adopts and implements a rigorous framework for identifying, monitoring, assessing and mitigating risks.

Budget and contract management

- To lead on the management of the PEC's budget, as detailed in the grant contract and in liaison with the PEC Director
- To lead on the preparation of the financial reports (quarterly dashboards and six-month progress reports), to ensure effective reporting against budget to the PEC's Senior Management Board and Advisory Group
- To lead on the resolution of complex contractual matters, where related to activities of the consortium

External engagement

- To lead on the production and submission of responses to internal and external requests for information relating to the PEC's activities
- To act as day to day point of contact for the Advisory Group and the AHRC
- To support the line management of the PEC's Communications Manager in identifying and disseminating information about the PEC's activities, in line with the PEC's Communications Strategy

Other

- To undertake health and safety duties and responsibilities appropriate to the role
- To undertake continuous personal and professional development and to proactively promote staff development opportunities
- To make full use of all information and communication technologies to promote organisational effectiveness, in accordance with BIICL's data protection policies
- To conduct all financial matters associated with the role in accordance with BIICL's policies and procedures and the terms and conditions of the grant contract

Key working relationships

PEC Director

Senior Management Board

Advisory Group

AHRC

BIICL Finance Director, Development Director

PEC partners

External partners

Person Specification

Relevant Experience	<p>A proven track record of successfully managing operations at scale, preferably within a policy research environment, including performance tracking, impact tracking and financial management</p> <p>Knowledge or an understanding of bridging the divide between academic research and the policy and evidence world, large scale research council-funded academic partnerships, and knowledge exchange</p> <p>Strategic leadership and management experience</p> <p>Experience of working across complex organisations and successfully influencing and managing change in such environments</p> <p>Experience of leading business development, including raising funds and developing new business models would be highly desirable</p> <p>Knowledge and understanding of the policy sectors relevant to modern slavery, and of the relevant international, regional and national legal and policy frameworks, would be an advantage</p>
Leadership and Management	<p>Motivates and leads effectively, providing clear and consistent strategic direction</p> <p>Models a commitment to excellence and high standards of professionalism and integrity</p>
Planning and Managing Resources	<p>Effectively plans, prioritises and manages the delivery of complex sets of projects and activities to achieve long-term strategic objectives</p>
Teamwork and Collaboration	<p>Builds effective teams, networks or communities of practice and is a strong team player, promoting genuine collaboration across divides</p>
Communication Skills	<p>Communicates in a compelling and influential way to a diverse range of audiences, internal and external, adapting the style and message accordingly</p>
Creativity, Innovation and Problem Solving	<p>Has an entrepreneurial, can-do approach, initiating innovative solutions to problems</p>

About the Modern Slavery and Human Rights Policy and Evidence Centre

7. The Modern Slavery and Human Rights Policy and Evidence Centre is a consortium of partner organisations: the **Alan Turing Institute**, the **Bonavero Institute of Human Rights** at the University of Oxford, the **Centre for the Study of International Slavery** at the University of Liverpool, the **Rights Lab** at the University of Nottingham and the **Wilberforce Institute for the Study of Slavery and Emancipation** at the University of Hull. The PEC is led by the **Bingham Centre for the Rule of Law**.

About the Bingham Centre for the Rule of Law

8. The Bingham Centre is part of the British Institute of International and Comparative Law and exists to advance the Rule of Law worldwide. It recently adopted a new Strategy, *Proactively Advancing the Rule of Law*, setting out its strategic aims for the five-year period 2018-2022. The Centre aims to have a direct impact on law, policy and decision-making and to do so by carrying out and disseminating independent, high quality research on the major Rule of Law issues of the day.

How to apply

9. Informal enquiries about this post may be addressed to the PEC Director, Murray Hunt, c/o Nicola Cilliers, Interim Bingham Centre Manager n.cilliers@binghamcentre.biicl.org
10. To apply, please send the following by **23.59 on Sunday January 5 2020** by email to PECPosts@modernslaverypec.org:
 - Your full CV.
 - A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the person specification for the post.
 - The BIICL application cover form (available at www.biicl.org/vacancies) including the names and addresses of three referees (two of whom can be contacted prior to interview).
11. It is expected that interviews will take place in the week commencing **20 January 2020**. It is hoped that the successful candidate will be available to start in post as soon as possible in 2020.
12. In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of commencement of employment.