

Service	Education, Leisure and Housing
Head of Service Area	Education
Service Manager Area	Secondary and Tertiary Education
Job Title	Operations Manager - Facilities (Institute of Archaeology)
Location	UHI Orkney
Reporting To	Director of Institute of Archaeology
Grade	J
Job Evaluation	JE43938
Competency Band	C2

Job Purpose

To be responsible for the management of commercial, research and training activities and for the overall planning, control, co-ordination and safe implementation of contracts and programmes, in order that they are completed within quality, budgetary and timing considerations.

To be responsible for the logistics of the Institute, as designated, including managing and developing external relationships which contribute to the promotion and greater profitability of research and commercial activities.

Job Specific Duties and Responsibilities

Developing, maintaining and updating, as required, the relevant Institute's Business/Development Plans.

Monitoring the relevant Institute's financial budgets and performance.

Undertaking the day-to-day management of financial administration systems.

Developing and improving the Institute's facilities health and safety systems.

Managing and monitoring all contracts and other financial arrangements, internally and externally.

Responsibility for overseeing tendering. When relevant, preparing tenders and supporting others in tendering and research bids.

Liaising with clients around contracts and projects.

Contributing to contract bids and grant aid applications of all kinds.

Identifying and pursuing future funding sources for the relevant areas of the Institute.

Preparing regular financial management accounts and ad-hoc financial reports.

Managing all of the information systems relating to student finance, grant awards and commercial contracts.

Administering all insurances, licences, permissions etc. required by the relevant facility.

Managing the Institute's facilities, space, equipment and IT requirements, and liaising with College staff responsible for these functions.

Development and management of external relationships with key academic, business and stakeholder organisations.

Identifying and building new collaborations and partnerships.

Taking on an ambassadorial role using available opportunities, which will include attending at fieldwork sites to promote the Institute.

Applying for, and supporting other staff in applications for, funds and managing funds from a diverse range of sources including Agency, charity and research, demonstrating imaginative collaboration.

Developing, maintaining and managing collaboration with key clients and promoting the Institute to potential clients, consultants and other external organisations.

Responsibility for administering Quality Assurance procedures across the relevant areas of the Institute.

Carrying out training, research, technical and administrative duties in accordance with UHI Orkney's quality standards.

Deputising for the Institute Director, or other senior staff, where required

Participating in marketing activities including the promotion of the Institute and its work.

Participating in the work of the Institute, UHI Orkney and UHI committees, subject networks, faculties.

Driving Orkney Islands Council vehicles between locations, transporting team members and equipment, as required.

General Duties and Responsibilities

Working Environment

The post holder will predominately be office/lab based but will also be involved in travelling between locations and, in relationship to fieldwork, will work outdoors but can usually take shelter when necessary, though, on occasion, may be exposed to all weather conditions.

Communication

The post holder will be required to deal with members of the public, the media, service users, external agencies, elected members and senior management both internally and externally. This information is often complex, commercially sensitive and personal.

Responsibility for Employees

Line management, supervision and co-ordination of staff, including staff review and development.

Financial Resources

Requesting orders and invoices from an agreed budget and contributing to setting and monitoring budgets, being accountable for monitoring expenditure.

Information Systems

The post holder will be required to use a range of computer packages, including Microsoft Office, and project management packages.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware of and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☒ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☐ Level 1 Disclosure Check via Disclosure Scotland.
- ☐ Level 2 Disclosure Check via Disclosure Scotland.
- ☐ Level 2 Disclosure Check with Barring via Disclosure Scotland.
- ☒ Level 2 Disclosure Check with PVG for working in a regulated role with children.
- ☐ Level 2 Disclosure Check with PVG for working in a regulated role with protected adults.

Significant/Regular Demands Associated with the Role

Task	Relevant ✓	Task	Relevant ✓
Driving (Car/Van)	✓	Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	

Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted Post

Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Knowledge.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.
- ☐ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description
Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Education, Leisure and Housing		
Head of Service Area	Education		
Service Manager Area	Secondary and Tertiary Education		
Post Title	Operations Manager - Facilities (Archaeology Institute)		
Factor	Criteria	Essential / Desirable	How Assessed
Experience	Ability to demonstrate detailed up-to-date knowledge of environmental archaeology and relevant methodologies	Essential	Application Form/ Interview
	Proven authored professional reports and papers	Essential	Application Form
	Experience of project management	Essential	Application Form/ Interview
	Ability to demonstrate financial management and budgeting skill	Essential	Application Form/ Interview
	Experience of successfully managing commercial or research bidding, or other similar bidding process	Essential	Application Form/ Interview
	Ability to demonstrate knowledge of the development of procedures relating to health and safety and the preparation of risk assessments in a laboratory context	Essential	Application Form/ Interview
	Ability to demonstrate proficiency in a range of computer packages, including MS Office, as well as understanding of a range of specialist software, such as ArcGIS	Essential	Application Form/ Interview
	Substantial recent experience of working in similar or transferable role	Desirable	Application Form/ Interview
	Ability to demonstrate knowledge of contract administration at an appropriate level, including UKRI projects	Desirable	Application Form/ Interview
	Ability to demonstrate knowledge and understanding of UK professional procedures and standards, policy and	Desirable	Application Form/ Interview

	legislation in relation to environmental archaeology or relevant area Experience of line management of designated staff in a structured and professional manner	Desirable	Application Form/ Interview
Knowledge	The minimum knowledge required for this role can be evidenced by either: • Holding a qualification at SCQF 8/9, i.e., SVQ4, HND, General Degree, Higher Apprenticeship or Technical Apprenticeship in Archaeology or equivalent <u>OR</u> • Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification Relevant professional qualification and/or membership Research degree in Environmental Archaeology or related area	Essential Desirable Desirable	Application Form Application Form/ Interview Application Form/ Interview
Other Requirements	Full current driving licence (please note the Council is committed to making reasonable adjustments so if you are unable to drive due to a disability your application will still be considered)	Essential	Screening Question

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/ client focused	• Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	• Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views.

	• Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing Change	• Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	• Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	• Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	• Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.
Leadership	• Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. • Takes equal responsibility for the team's success and failures.
Managing performance	• Holds managers accountable for their own and team performance. • Encourages suggestions from managers/people to improve systems and processes.

and developing others	• Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change. • Actively encourages and helps managers/people realise their potential and career aspirations. • Sets team objectives and instils desire to exceed targets. • Ensures key measures are in place including efficiency and where appropriate productivity.
Political sensitivity	• Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government.