

## **The Senior Management Team**

### **Statement of primary responsibilities**

The Senior Management Team (SMT), reporting to the Senior Leadership Team (SLT), brings together the senior academic and professional services management of the University to ensure a common understanding and engagement over the implementation of the University's Strategic Plan and the strategies and plans approved by the Board of Governors to ensure the sustainability of the University. A particular focus of the SMT will be improving collaboration between Schools and Professional Service Departments (PSDs). The SMT will be briefed on matters decided by the Senior Leadership Team, the Board of Governors and the Board's committees. Its discussions of strategic and operational issues affecting the University will, in turn, be used to inform decisions by these committees.

### **Terms of reference**

SMT shall:

1. Ensure a common understanding and engagement between Schools and PSDs on the implementation of the Strategic Plan, the strategies and plans approved by the Board of Governors, the One Campus | One Community (OC | OC) programme and other matters relating to the sustainability of the University;
2. Be briefed on decisions made on these matters by the SLT, the Board of Governors and the Board's committees;
3. Make recommendations to the SLT for the SLT's approval;
4. Consider matters referred to it by the SLT;
5. On behalf of the SLT, act as the programme board for the One Campus | One Community programme, guiding and managing the implementation of the programme within the framework approved by the Board of Governors;
6. Be briefed on other aspects of the University's sustainability programme, including the Programme for Improved Student Outcomes (PISO);
7. Perform other functions and responsibilities delegated to it by the SLT from time to time.

### **Membership**

The SMT shall comprise:

- The Vice-Chancellor (chair)
- The Deputy Vice Chancellor
- The Chief Operating Officer
- The Chief Finance Officer
- The Pro Vice-Chancellor Academic Development
- The Pro Vice-Chancellor Learning and Teaching
- The Pro Vice-Chancellor Research and knowledge Exchange
- The Pro Vice-Chancellor Student Recruitment and Business Development
- The University Secretary and Registrar
- Director of AQD (Academic Quality and Development)
- Heads of Schools (x 6)

- The Director of Engagement
- The Director of Human Resources
- The Director of ITS
- The Director of Student Journey

Other staff may attend by invitation. The OC | OC Programme Manager shall attend for discussions relating to OC | OC.

The Vice-Chancellor shall act as chair and shall nominate another member of SMT to act as chair in the Vice-Chancellor's absence. The University Secretary and Registrar (or a member of staff nominated by them) shall act as secretary.

### **Method of operation**

1. SMT shall meet as necessary and normally on a fortnightly basis during the academic year. Members are expected to prioritise SMT before other commitments. The sending of alternates is not permitted.
2. The quorum shall be a simple majority of the current members of SMT.
3. SMT members shall discuss matters freely and openly. To ensure that SMT can effectively fulfil its advisory and decision making role, members of SMT and those in attendance must respect the sensitive and confidential nature of SMT's proceedings and the information considered by SMT.
4. SMT may delegate aspects of its responsibilities to subcommittees and working groups, provided these remain accountable to SMT.

Approved by Senior Leadership Team 26 March 2019