# Nuffield Foundation

| JOB DESCRIPTION | | | |
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| Job title | Head of Operations and Strategic Development | Department | Ada Lovelace Institute |
| Job holder | Vacant | Reports to | Director, Ada Lovelace Institute |
| Job type | Permanent | Date created/amended | September 2022 |
| Job aim | To support the Director and the Senior Leadership Team in the development and implementation of Ada's organisation strategy and the effective running of the organisation. This will include leading on Ada's organisational development, management, resource planning, and evaluation processes. This position also plays a critical role in overseeing Ada's financial management, grant delivery and funder accountability to ensure the organisation's sustainability. The role also manages Ada's integration with Nuffield Foundation's HR, finance and other central service. | | |
| Resources & organisation relationships | Working as an advisor to the Senior Leadership Team, reporting to the Director of the Institute and working closely with other Associate Directors. This role will likely have one direct report, and will manage multiple key relationships across the organisation and in the wider Nuffield Foundation in a matrix structure. | | |

**Responsibilities,** Including but not limited to:

| 1. | *Organisational development, and governance* |
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| | • Working closely with the Director and Senior Leadership Team, to ensure the strategic management of Ada's resources to facilitate the growth, sustainability and effective operation of the organisation<br>• Support the Director in all aspects of organisational governance and Board management.<br>• Lead the organisation's thinking on organisational development, including culture, diversity, equity and inclusion<br>• Identify and fill skills gaps to support a resilient and effective management culture in the organisation<br>• Work closely with the Director and Senior Leadership Team to ensure Ada is an excellent place to work, identifying opportunities to support the team, contributing to effective internal communications, and designing working cadences and approaches to meet the new opportunities of hybrid and remote working |
| 2. | *Resource, people management and information sharing* |
| | • Work collaboratively with Nuffield colleagues and the Ada Senior Leadership Team to ensure that the organisation has the resources and people it needs to deliver on its mission.<br>• Implement the Nuffield Foundation's human resources frameworks, ensure cycles of performance management are implemented and built on, supporting staff and managers to develop and improve performance, build skills and progress over time<br>• Be the central contact point for learning and development within the organisation, working closely with Associate Directors to identify training needs and liaising with the Foundation's HR team to ensure these are addressed. |

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| | • Work closely with the Nuffield Human Resources Partner to develop and implement recruitment strategies, and oversee multiple ongoing recruitment processes<br>• Develop and implement new staff onboarding processes<br>• Work with Ada's Communications Team to ensure a cohesive programme of internal communications across the organisation, and ensure effective and consistent information sharing and consistent and equitable practices |
| **3.** | ***Administration, financial management and grant delivery*** |
| | • Work closely with Nuffield colleagues to oversee all aspects of budgeting, forecasting, accounting and financial oversight<br>• Oversee and iterate all administrative systems and operational tools and software across the organisation, to ensure smooth running and excellent communication<br>• Develop regular reporting structures with Nuffield colleagues and the Ada Senior Leadership Team to support good financial management, planning and accountability<br>• Own and lead the implementation of all external grants, ensuring compliance with reporting frameworks and deadlines<br>• Work with Directorates to budget and forecast resources, identify gaps, needs and opportunities for additional fundraising<br>• Support Director's fundraising and funder relationships |
| **4.** | ***Relationships and line management*** |
| | • Work closely with colleagues throughout Ada and the Nuffield Foundation<br>• Potential line management of Office Administration support<br>• Recruit and manage external contractors and consultants for specific tasks |
| **Other** | |
| | The Ada Lovelace team is small and flexible. The above list of key responsibilities (and associated activities) is not exhaustive, and may evolve over time. It may be necessary to carry out other work within the scope of the role, as reasonably requested. |

| Person specification | Essential (E) or Desirable (D) |
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| **Experience** | |
| Strong management experience in a non-profit organisation, research institute, policy, or other knowledge institution. | E |
| Broad, strategic leadership and operational management experience including governance, finance and resources | E |
| Experience of developing and managing financial budgets and forecasting | E |
| Experience of supporting the interface between Executive and Non-Executive Boards to ensure high quality organisation practices and effective governance | D |
| Evidence of managing and shaping operations, influencing and driving efficiencies and team cohesion  at organisation level. | E |
| Experience in grant management and evaluation | D |
| Experience of implementing equity, diversity and inclusion policies and initiatives across all aspects of operational and organisational activities | D |
| Experience of designing and implementing pathways for knowledge sharing and design across teams and projects | E |
| Highly developed knowledge of Notion, Teams and other team management platforms | D |
| Working with small teams in 'start-up' environments | D |
| **Knowledge and Skills** | |
| Highly developed organisation management skills | E |
| Strategic planning and well developed analytical and problem-solving skills | E |
| Skilled in working in a matrix organisation working effectively with multiple teams | E |
| Strong written and verbal communication skills. A skilled influencer | E |
| Understanding of the data ethics/tech policy space, important stakeholders, peer organisations and target audiences | D |
| Commitment to building an anti-oppressive workplace culture | E |
| **Personal Qualities** | |
| Enthusiastic, dynamic and agile team player comfortable to take accountability | E |
| A collaborative style, but solutions focused | E |
| An inclusive and empathetic working style | D |