



Example of Operations Head Job Description

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Our growing company is hiring for an operations head. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations head

- Directly manage a team of Vice Presidents/VP equivalents and Senior Directors
- Proactively managing and leading the Student Operations Team, ensuring departmental objectives are communicated and engaged with, planning, organising and delegating work, monitoring progress and intervening as required
- Contribute to the long term strategic planning and management of the Student Operations Team, interpreting school/college/directorate strategy into work priorities and setting the standards for the section
- Contribute to the development of Student Operations Team initiatives that have a University wide impact and overseeing and monitoring the effective delivery of team projects
- Manage performance, induction and development of the section allocating resources across the range of functions ensuring a matrix approach is applied to the multi-disciplinary team
- Support and guide team members in HR, escalating as necessary to specialist support areas
- Collaborate with others in order to develop processes and procedures used within the sector and Student Operations Team, translating external requirements in to clear strategies and actions
- Undertake the training of others in areas relating to the work of the teams
- Establish working relationships with key contacts to help improve service

graduation, developing appropriate communication links with the University's Schools/Directorates and outside bodies as required

- Attending project groups and University Committees as required, representing the department and overseeing the integration with operational processes

Qualifications for operations head

- Knowledge in Procurement and relevant policy development
- Practical knowledge of Operating risk and compliance, policies and procedures, and cross border payments and domestic payments including SWIFT & Clearing House
- Good at both Mandarin and English
- Coordinates with appropriate internal departments including Audit, Compliance, Retail Risk Management and others to
- Proven leadership experience, organizational, analytical and decision-making skills
- Ability to communicate effectively with C-Level leadership, clients and vendors