

RECRUITMENT PACK

BUSINESS SYSTEMS MANAGER





WELCOME FROM THE PRINCIPAL & CEO

A warm welcome to LIPA. I would like to take this opportunity to thank you for your interest in joining us.

LIPA is recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries. Our ethos and learning environment is underpinned by a commitment to collaborative and creative practice that develops artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and performing arts.

With our recent achievement of probationary degree-awarding powers, and the development of our new Strategic Plan for 2027-2032, this is an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive and innovative leaders who will support us in developing the next generation of performers, creative artists, and entrepreneurs.

If you share our mission, we would really like to hear from you.

I wish you all the best.

Sean

Professor Sean McNamara
Principal & CEO



ABOUT LIPA

Founded by Sir Paul McCartney and Mark Featherstone-Witty, LIPA is a globally recognised centre of excellence for performing arts education, with a reputation for innovation and collaboration.

We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment and alumni successes. Our systems support everything we do, from the student journey to finance, HR and reporting, across a diverse and creative organisation.

OUR STRATEGY FOR 2023-2026

Our vision for the future is underpinned by six core themes:

- **Excellence:** to be recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries
- **Equity:** to create and develop a culture and environment for equality and inclusion at all levels throughout the institution
- **Environment:** to achieve and maintain financial, environmental, systemic, technological and campus sustainability
- **Empowerment:** to empower and enhance the student, staff, and alumni experience within the LIPA Learning Group to meet the evolving demands and requirements of the higher education sector and creative industries
- **Employability:** to embed employability into the curriculum and co-curricular activities to develop students for future employment opportunities and career progression
- **Entrepreneurship:** to create an environment for inspiring creativity, innovation and entrepreneurship.

We are now finalising our 2027-2032 Strategy which will build on these themes to continue delivering institutional transformation.



THIS ROLE

Shape how a world-class creative institution runs

At LIPA, creativity is at the heart of everything we do but behind the scenes, it's our systems that make it all possible. We're looking for a Business Systems Manager to take the lead in developing, improving and supporting the systems that underpin our organisation. This is a role for someone who enjoys being close to the detail, solving problems, and making things work better, while also wanting to influence how we evolve in the future.

This isn't just about maintaining systems. You'll be:

- Hands-on with core business systems, improving, integrating and supporting them day-to-day
- Leading projects to implement new solutions and enhancements
- Working across the organisation with colleagues at every level
- Exploring opportunities to modernise and innovate how we use technology.

And as you build confidence and credibility, you'll also have the opportunity to, help shape our business systems strategy, influence technology decisions and investment, and contribute to longer-term transformation across LIPA.

What you'll be doing

The key areas of development for this role are:

- Leading the implementation and improvement of business systems aligned to organisational goals – especially working with our newly introduced TechnologyOne suite of programmes
- Supporting and optimising our existing systems estate, ensuring they remain effective and fit for purpose
- Acting as a bridge between technical teams and business users
- Delivering projects from concept through to implementation
- Driving data, reporting and business intelligence improvements
- Managing relationships with suppliers and system vendors
- Supporting compliance, including regulatory reporting and data protection responsibilities.

This is a role where you'll be expected to be hands-on but with an eye on strategy and transformation. One minute you may be troubleshooting an issue, guiding a colleague, or helping configure a solution, the next you may be working with the CEO and COO on our dashboard reporting development.



ABOUT YOU

We're looking for someone who:

- Has strong experience working with business systems in a complex organisation
- Is comfortable operating in a hands-on technical and functional role
- Can translate business needs into practical system solutions
- Enjoys problem solving and continuous improvement
- Has experience of managing or mentoring others
- Communicates confidently with both technical and non-technical colleagues.

You'll likely have experience across Microsoft platforms, enterprise systems, and reporting tools, alongside a solid understanding of data protection and governance. Most importantly, you'll bring curiosity, initiative and a desire to make things better.



APPLYING

What you'll get

- A varied and meaningful role at the heart of the organisation
- The chance to own and shape systems that really matter
- Opportunities to grow and develop as you become embedded into the role
- A collaborative and creative working environment
- Hybrid working (typically ~60% on site)
- Generous pension and benefits (16.48% employers contribution, 8.6% employee).

Are you interested?

If you're someone who enjoys being hands-on, making impact, and building towards something bigger, we'd love to hear from you.

Next steps

To apply please send your CV and a cover letter explaining why your experience, skills and approach make you the ideal candidate for the role to recruit@lipa.ac.uk.

Closing date for applications: **12:00 on Thursday 2 July 2026**

Interview date: **Friday 10 July 2026**

Should you have any questions about the applications process or require reasonable adjustments for your application, please contact our Recruitment Team by email: recruit@lipa.ac.uk or by telephone: **0151 330 3091**.

Our Commitment to Equal Opportunities

As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Appointments will always be made on merit.

LIPA

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FOR PERFORMING ARTS

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