

Monica Illsley, Chief of Staff

Role of Chief of Staff

As Chief of Staff, Monica reports directly to the Vice-Chancellor, Professor Anthony Forster, supporting him in delivering his responsibilities as the chief executive of the University.

As well as being a member of the Vice-Chancellor's senior management team, Monica is responsible for coordinating the work of the senior team to ensure effective development and delivery of the University's strategic objectives.

She is also responsible for ensuring that the Vice-Chancellor is fully connected with both internal and external stakeholders and in touch with sector-wide policy and political developments.

To make an appointment to see Monica, please contact Benita Ganeva on 01206 872810 or email bdgane@essex.ac.uk

Duties of Chief of Staff

1. Providing a high level senior coordinating capacity for the Vice-Chancellor;
2. Tracking legislation and higher education policy developments, assessing their potential impact on the University, and formulating policy responses and actions;
3. Advising the Vice-Chancellor on the development of University priorities;
4. Representing the Vice-Chancellor and ensuring effective communication both internally and externally;
5. Providing administrative and strategic leadership of high level, high priority projects and initiatives across all areas of the institution; and
6. Managing the operation and strategic budget of the Vice-Chancellor's office.

She is also one of the University's age diversity champions.

Monica has 17 years of experience working within the higher education sector, in recent years undertaking leadership and management roles across a range of communications, marketing and external relations functions. She is the first to take on the role of Chief of Staff at the University, a well-established function in US and Canadian universities but new in the UK higher education sector.