

# Job Description and Person Specification

## Executive Director Resources

**Salary:** £81,270 per annum inclusive

**Hours:** 36 hours per week

**Leave:** 35 days per annum plus Public Holidays

**Responsible to:** Principal

**Areas of responsibility:** IT Services & Print Room, Estates, Health & Safety, Sustainability, Marketing, Business Continuity, Security, Capital Projects, Commercial Lettings, Procurement and key contracts (e.g. utilities and co-located partners)

**Line management of:** Head of IT Services, Head of Estates & Facilities, Head of Marketing and Student Security Manager

**Location:** This post will initially be based at the Main Campus, Isleworth with responsibilities covering the Skills + Logistics Centre in Feltham

### Overall purpose of the job:

- Working closely with key stakeholders, develop a vision for the continued development of IT, Estates, Health & Safety, Sustainability, Marketing, Business Continuity, Capital Projects, Procurement and key contracts and provide leadership to the teams managed to realise the vision
- Be responsible for ensuring the College is compliant with legislation which impacts upon the areas managed
- Ensure that the curriculum is supported through high-quality management information for IT Services, Estates and Health & Safety ensuring the strategic health of the College
- Champion a customer focused service approach

### A. As an Executive Director you will be expected to:

1. Deputise for the Principal and represent the College at a strategic level in a wide variety of contexts including negotiations with partners and in dealings with external agencies.
2. Be an active and supportive member of the College Management Team, leading Executive Groups as required and contributing actively and flexibly to the overall management and direction of the College.

3. Work closely with the Executive Team to formulate corporate goals and objectives, developing the College strategy in consultation, and taking prompt action to ensure that the strategy is turned into practical implementation plans for your own areas of responsibility.
4. Provide leadership and management to the staff allocated to this post and, through leading by example, ensure they at all times uphold the highest professional standards and reflect the College values and principles in their behaviour.
5. Contribute to the development and maintenance of effective communication within the College working with senior managers and staff across the College to establish relationships based on respect and clarity, and consulting widely on change.

**B. In order to undertake your particular responsibilities, you will:**

1. Develop and implement IT Services and Estates strategic plans which enable delivery of the outcomes identified in the College's development plan and ensure the delivery of efficient customer focused services appropriate to the changing needs of the College.
2. Lead on the development and continual review of the College's IT, Property and Sustainability strategies, working with a wide range of stakeholders, including students, staff and governors.
3. Produce termly and annual reports on your areas of responsibility and present these to Executive Groups and governors as required.
4. Lead on Resource Management which includes managing and controlling designated department operational budgets.
5. Lead on the preparation, monitoring and implementation of the College's annual Capital Expenditure programme. This will require liaison with the Vice Principal Curriculum & Quality and the College Management Team to ensure that there are adequate resources to support curriculum delivery.
6. Ensure that the College has the necessary mechanisms in place to fully comply with all IT, Estates and Health & Safety audit requirements, and specifically:
  - Manage the College procurement strategy to ensure value for money and oversee the tendering procedure of the College
  - Lead on reviewing business costs for areas managed to ensure value for money
  - Ensure the campus disaster management procedures are robust and kept up to date in line with the College's Business Continuity Plan
  - Lead on specific student-related campus development projects as they arise each year
  - Work with the Marketing team and others to ensure well-organised and successful campus events such as Open Days and Parents' Evenings
  - Ensure the College Security team provides a safe environment for learning

7. Ensure the provision of accurate, user-friendly and timely management information to internal and external audiences.
8. Support the monitoring of key performance indicators and standards against strategic and development plans within your areas of responsibility.
9. Provide a strategic lead and co-ordinate the planning, development and implementation of effective College IT systems to meet all internal and external requirements
10. Oversee the processing of information across the College in line with data protection regulations.
11. Lead on Health & Safety through ensuring that policies and procedures are updated and implemented with an agreed reporting mechanism to the Corporation.
12. Lead on the College's property strategy including supporting applications to relevant agencies for capital grant or borrowing and oversee major capital project delivery for IT and Estates.
13. Lead on the Management of key contracts, for example, catering, cleaning, utilities and co-located partners (short term and long term).
14. Oversee the management and delivery of commercial lettings to maximise revenue opportunities and report on commercial income on a termly basis.
15. Undertake any other duties analogous to the level of the post.

# Person Specification

Please study the criteria in this person specification carefully when completing your application form.

For this post we are looking for a person who can bring creativity and inspiration to the role. There are three key requirements for this post:

- i. Leadership – creative strategies to maximise college performance
- ii. Imagination - a sustainable and systematic approach to quality improvement
- iii. Empowering – a style of management which is pro-active, consistent and in line with our values and principles

These three requirements are embedded in the following criteria. We need evidence and practical examples on how well you meet each criterion:

## Qualifications

1. Educated to degree or equivalent, with at least 5 years post qualification experience
2. Have undertaken continuous professional development with a focus on:
  - Leadership
  - Developments in the post-schools sector

## Skills and experience

3. Understanding of the **national policy context** of the post schools sector and the ability to translate this into successful strategies, with a focus on:
  - IT and Information Systems
  - Estates & Security
  - Health & Safety
  - Marketing
  - Sustainability
  - Resource Management
  - Compliance
4. Experience of contributing to the work of the **senior management team** with a focus on:
  - Corporate-level decision making
  - Strategic financial management & procurement
  - Strategic / business planning leading to positive outcomes
  - Managing change
  - Collaborative working
5. Ability to advise and support others on **managing resources** effectively with a focus on:
  - Staff deployment
  - Resource management and value for money

6. Ability to develop and implement **quality assurance** resulting in improved standards with a focus on:
  - Clarity of focus and outcomes
  - Creative and practical thinking
7. Ability to give **leadership on equality and diversity**, and to embed them into financial and management information strategies with a focus on:
  - Transparency in budget allocations
  - Creative ideas to ensure students have equality of opportunity, treatment and outcome
8. Ability to **manage teams and individuals** with a focus on:
  - Pro-active, positive and clear approach
  - Set and maintain high standards
  - Support and develop
  - Regular, consistent and structured contact
9. Experience in implementing **HR procedures** such as effective appraisals, absence management, discipline, grievance, harassment / bullying and under-performance with a focus on:
  - Pro-active and creative problem solving
  - Informal solutions and formal procedures
  - Equality-related performance issues
  - Support to improve performance
10. Ability to **manage data and resources** with a focus on:
  - Use and interpret data and information
  - Accurate and creative resource management
  - Link data and evidence to vision and strategy
11. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings, and be empathetic, respectful and clear in one-to-one meetings with a focus on:
  - Clarity and appropriate to audience
  - Structured and purposeful
  - Complex ideas with simplicity
  - Listen and empathize
12. Ability to manage **complex projects** with a focus on:
  - Clarity of focus and outcomes
  - Detailed, accurate and flexible planning
  - Team working to tight deadlines

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date: 28 November 2024**

**Reference No: 4RES001**

**Interview Date: 11 and 12 December 2024**

# Conditions of Service

|                      |   |
|----------------------|---|
| <b>Contract:</b>     | Permanent<br>Full time  |
| <b>Salary:</b>       | £81,270 per annum inclusive<br>The salary offered for this post will be a spot salary on point 26 of the Management Spine scale.<br><br>Spot salary means there is no entitlement to any incremental pay increase.  |
| <b>Pension:</b>      | Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.   |
| <b>Annual Leave:</b> | 35 days per annum plus public holidays.   |
| <b>Hours:</b>        | 36 hours per week.  |
| <b>Probation:</b>    | Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.<br><br>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.<br><br>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance. |
| <b>Disclosure</b>    | The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.   |