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| **A. Position Details** |  |
| Title of Post | **Director of Innovation, Enterprise & Quality Assurance** | |
| Responsible To | **Chief Executive Officer & Group Principal** | |
| Grade | **Director 2 (Spine Point 54-56)** |
| Salary | **£71,458.00 - £75,626.00 including London Weighting Allowance per annum £75,0** |
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| Responsible For: | This is a College Leadership Team (CLT) role co-opted within the Strategic Leadership Team (SLT) for line management responsibilities contributing to the strategic, operational management, development and performance of all aspects of College operations. |
|  | To support the SLT by leading on identified major funding projects of the College and wider group and line management responsibility of specific project management roles as and when appropriate. |
|  | Lead and be responsible for the performance management of direct reports in order to achieve consistently high outcomes |
|  | To support the SLT by leading the implementation of the College’s Commercial, Innovation and Entrepreneurship related strategies and maintain a culture of continuous improvement through self-assessment and other quality initiatives through the College and wider Group (Cockpit, CWC Enterprises).  Implement the College Group’s quality assurance strategies and policies in line with the Education Inspection Framework and maintain a culture of continuous improvement through self-assessment and other quality initiatives across the College Group. |
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| **B. Purpose of the Job** |  |
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| **Strategic Leadership** | Support the development of the educational character and mission of the College; implementing the policies and decisions of the Chief Executive Officer & Group Principal and the Strategic Leadership Team. |
|  | Support the development and operate systems of performance management across all aspects of the College's provision.  Review the Self-Assessment Report and Operational Plans and  related processes, and implement improvements to positively impact on user functionality and planning. |
|  | Working with the Chief Executive Officer & Group Principal, SLT and CLT, develop the College's strategic and operational objectives into approved strategic plans and annual performance targets.  Supporting the SLT, deliver the College’s strategic work with the Local Skills Improvement Plan and its relationship to the curriculum.  Ensure stakeholders and recognise the College’s impact on London and Londoners through the LSIP & LSIF.  Play a key role in preparing the college for inspections by Ofsted, OFS and other reviewing bodies including OFSTED Nominee for Skills if required  Manage the governance and oversight of the College FE and HE assessment process  Provide strategic and operational leadership and management of quality assurance and implement local curriculum operational plans.  To work effectively with other senior managers, including the Head of Management Information Systems, in the production and analysis of student and other data for use in the quality procedures of the Colleges and Group.  To manage and co-ordinate the production of the agreed Group performance indicators for use by Colleges and the Corporation  Contribute to the College’s Self-Assessment process, including the production, monitoring, reporting and validation of the College Group’s Self-Assessment Report and Improvement Plan in conjunction with the other members of the UCG Group with responsibility for all relevant aspects of provision.  Support colleges in quality and compliance providing reports and audits of key systems and processes so that this can drive intervention actions within the college. E.g., pro-monitor, markbook, VLE, Power-BI, tracking, value added etc.  To work with the colleagues to manage stakeholder complaints and lead on the development and implementation of effective policies and processes with regard to complaints, together with the lessons learned from them.  Ensure that quality frameworks are implemented efficiently and effectively across all curriculum areas.  Provide external validation, moderation activity and support for the Colleges, as they may require, where there are areas that require intervention support.  Use data outcomes, added value and student progression to identify the need for quality actions and timely, effective interventions.  Provide leadership for pastoral care of all learners and ensure a safe learning environment.  Devise and maintain a College Quality Cycle and Quality Calendar, to include each key aspect of the Quality Framework, share with all staff and monitor to ensure timelines are adhered to for each quality process. |
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| **Project Management** | Provide outstanding leadership and management of the College’s external funding, entrepreneurial and intrapreneurial activities.  Support the Chief Executive Officer & Group Principal to provide strategic leadership and championing departmental enhancement of enterprise and engagement with businesses communities and other external partners, both regionally and nationally.  Promoting a vibrant, enquiring, collegial, and creative culture to  support and encourage enterprise and engagement with  business and other external non-academic partners.  Create a framework for knowledge exchange within United Colleges Group  Report to the Board using agreed key performance indicators as required by the Chief Executive Officer & Group Principal.  Working with the Director of Business Development, lead or support on identifying and analysing opportunities to obtain new contracts in line with our strategic aims and lead on securing new/retaining existing contracts.   * Lead on re-securing existing contracts, creating Bid Teams, leading bid development and contributing to proposal writing. * Identify and analyse opportunities to obtain new contracts, in line with our strategic objectives * Lead on creating compelling, creative and cost-effective bids and pitches to secure new contracts   Build strong and effective relationships with commissioners and contracting  partners, within Local Authorities, the Greater London Authority, Central Government and the Private Sector.   * Build effective, strong working partnerships with commissioners, demonstrating the impact of the college’s work * Lead the development of improved reporting and insight to commissioners * Work closely with the internal stakeholders to amplify and promote the work of the College within to our external stakeholders. |
|  | Working with the Strategic Leadership Team oversees the highest levels of good governance standards to ensure transparency and meet your fiduciary duty. |
|  | Deliver continuous improvements in major innovation and transformation projects linked to strong quality assurance work and ensure that high quality standards are set and achieved for all programmes. |
|  | Develop innovative strategies as required to ensure that the targets for sustained improvement in management processes relating to our major innovation and transformation projects are achieved.  Support the SLT by leading the formulation of United Colleges Group innovation and entrepreneurship strategy, in line with United Colleges Group legislative remit and wider government economic and policy objectives in England.  Determine the most appropriate route for commercialisation and progress the development of innovative products and services. |
|  | Support the development and implementation of strategies that use of ED Tech as an enabler of outstanding teaching and learning. |
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| **Partnerships** | Represent the College to maintain and develop effective links with local authorities, the local community, external academic bodies, the media, professional bodies and appropriate government departments and agencies or as agreed with the Chief Executive Officer & Group Principal |
|  | Participate, with staff, in the Group’s continuing professional development programmes, which include industry-based work shadowing, attending seminars, college conference days and training events appropriate to job roles |
|  | Be an ambassador externally, leading on and contributing to effective and positive partnerships at local and regional level – especially with the schools, employers and faith communities. |
|  | Ensure that the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves. |
|  | To support marketing and partnership activities in order to impact the growth and development of the College  Working with student facing and student support colleagues to lead and promote United Colleges Group external promotional reach through editorial content for the Group.  Develop and deliver an employer engagement strategy for the College  Foster key internal relationships including but not exclusively with the strategic leadership team in particular the Chief Executive & Group Principal, Chief Financial Officer and Deputy Principals. The College Leadership team in particular the Director of Business Development & Apprenticeships. |
| **Corporate and resource management** | Working with Strategic Leadership Colleagues and others develop and improve the College infrastructure to ensure the provision of high-quality accommodation and facilities, systems and processes to support the work of the College. |
|  | Ensure that the Chief Executive Officer & Group Principal, Strategic Leadership Team, and Board receive regular and comprehensive reports on the College’s operations, financial performance and learners’ achievements. |
|  | To ensure the proper management of resources in line with the approved budget for the College |
|  | Ensure that effective financial, planning and other management tools, including those against fraud and theft and for the management of risk, are in place to safeguard public funds and to secure the efficient and economical use of resources |
|  | Provide leadership, direction and motivation to ensure that all staff carry out their work in an efficient and effective manner. Promote an open, trusting, supportive and collaborative working environment and a culture which empowers and motivates staff. |
|  | Ensure that College-wide systems of performance review and staff development operate effectively and nurture a culture of continuous professional development and self-improvement |
| **Statutory responsibilities** | Health & Safety - Ensure all activities within area of responsibility comply with health and safety regulations and are statutorily compliant and that all staff follow and implement the Group Policy for Health and Safety. This includes ensuring Health and Safety policies, practices and legislation are complied with and that safe working practices for staff and students are adopted at all times. |
|  | Equality & Inclusion - Ensure all activities within area of responsibility comply with the Equality Act 2010 and that all staff follow and implement the Group Policy for Health and Safety and to carry out the duties of the post with due regard to Equality & Diversity policies and core values |
|  | Safeguarding - Ensure all activities within area of responsibility comply with the Group Safeguarding and Child Protection policies and procedures. Ensuring that all staff meet the College statutory obligations and that all activities undertaken are in line with the College/Group commitment to safeguard and promote the welfare of the organisation’s learners and vulnerable adults |
| **People Management** | Lead, manage and develop a team of staff, with direct line management responsibility for project management staff as appropriate as well into the future designated college managers as agreed with the Chief Executive Officer & Group Principal |
|  | To deploy these staff as appropriate to ensure adequate cover within the area of responsibility managed. |
|  | To provide line management responsibility for staff performance.  To monitor and appraise the workloads and effectiveness of allocated staff through regular supervision meetings. |
|  | To identify and facilitate the development needs, and any required training, of staff are met whilst ensuring that the workforce and succession planning priorities are delivered. |
|  | To promote equality of opportunity with regard to the management and development of staff |
|  | To negotiate and agree annual key objectives and performance targets with allocated staff through the appraisal process |
| **Expectations of the Post Holder** | Working with the Chief Executive Officer & Group Principal in all aspects of management of the College Group to maximise effectiveness and efficiency across the full range of college activities. |
|  | To monitor regularly, and act to ensure progress towards the achievement of the Operational and Strategic Plans of both the College and the wider Group. |
|  | To undertake appropriate, continuing professional development |
|  | To promote by consistent example, both internally and externally, the philosophy, values and behaviours outlined in UCG/College’s vision, mission and values statement. |
|  | To work effectively with Strategic Leadership Team and undertake all other duties which the Chief Executive Officer & Group Principal and Board may determine in consultation with the post holder, to ensure the strength, position and viability of the College. |
|  | The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time as well as some evening and weekend work. |
|  | **N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.** |

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| **Person Specification** |  |
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| **Qualifications** | Educated to degree level or equivalent with a record of continuous professional development |
| **Experience & Knowledge** | Track record of senior level strategic leadership and management in a Further Education setting |
|  | Excellent understanding of the support of curriculum development through the physical estate of a College. |
|  | Experience of motivating, developing and managing the performance of effective, multi-disciplinary teams |
|  | Track record of effective stakeholder engagement at a strategic level with, for example, local authorities, employers, business forums, academic institutions, professional bodies, and government departments and agencies |
| **Skills & Abilities** | Ability to manage specialist professionals and complex projects |
|  | Commercial awareness with the ability to recognise opportunities and a track record of diversifying and increasing income streams |
|  | First class communication and interpersonal skills with the presence and credibility to lead the College and to play a local and regional leadership role |
|  | The ability to inspire people to think and act innovatively and to challenge established ways of doing things |
| **Personal Qualities** | A commitment to the College's mission and values and to meeting the needs of the learners, employers and communities that the College serves. |
|  | A commitment to quality and an aspiration to deliver and sustain excellence |
|  | Drive, resilience and a natural desire to work collaboratively |
|  | A commitment to equality and diversity for both staff and students |

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure