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| **Job Description – Director of Resources** |  |

Salary: SFCA Leadership Range L6 – L8 (£50,654 - £52,114)

Hours: Whole year with 40 days holiday entitlement.

Reporting to the Principal, you will be a member of the Senior Leadership team and have overall responsibility for strategic planning and operational management of support and administrative services of the merged college. This post requires a high level of specialist knowledge and expertise in the areas of IT and MIS.

Responsibilities may change with time and further college initiatives but, in the first instance, they will include:

**Senior Leadership Team Responsibilities:**

1. Strategic Leadership of the functions reporting to the role across the two sites of the college
2. Staff management, leadership and development of the functions reporting to the role
3. Budget responsibility for the functions reporting to the role
4. Contributing to the overall strategic direction of the college and the proposed MAT.
5. Participating in SLT and Governance Meetings, and chairing and convening other meetings as necessary.
6. Deputise for the Deputy Principal and / or Principal of the college as necessary

**Job specific responsibilities**:

In all areas of responsibility, oversee the creation, implementation and continual improvement of systems and processes, reinforcing and promoting value for money and outstanding provision.

Working with the SLT to ensure the smooth operational running of the college on a day-to-day basis.

As determined with the Principal, allocation of projects as appropriate to workload, experience and professional development requirements.

Lead and manage teams of IT Support, MIS Support, Estates, Resource Centre and Office Staff, via Support Staff Managers to achieve college objectives, with a particular focus on:

**IT Systems**

1. To determine and develop the IT support strategies for the college in coordination with College strategic planning and risk management.
2. Develop and enhance all college technologies and resources to include monitoring, evaluating, reporting on and making the fullest and most cost-effective use of resources.
3. Seek out and develop appropriate technology-driven efficiencies, maximising effectiveness
4. Advising the Senior Leadership Team on the latest information and learning technologies, their potential and development.
5. In conjunction with other safeguarding management, responsibility for data protection, e-safety and other IT controls within the college.
6. The oversight of all learning media facilities across the curriculum with a view to maximising their use and value.
7. Manage the maintenance and upgrade of IT Support systems.

**Management Information and Statistical Returns**

1. To determine and develop the MIS support strategies for the college in coordination with College strategic planning and risk management.
2. Overall responsibility for the collection and recording of accurate data for the College, for both strategic and operational purposes, and for benchmarking.
3. Complete oversight and management of the MIS function, including all aspects of student data, the production of accurate management reports and funding returns for staff, SLT and funding agencies.
4. Oversee and manage all systems relating to the monitoring of student attendance

**Other**

1. To determine and develop the property, resources and administrative support strategies for the college in coordination with College strategic planning and risk management.
2. Ensuring effective and efficient use of resources across the college, including adherence to budgets and college financial regulations.
3. Work with the Finance Manager on matters relating to the identification of organisational risk and the development of associated strategies including business continuity planning.
4. To assist in the strategic planning for future development of the college buildings, its resources, and services to the community served.
5. Leading on the management and implementation of major (and minor) build projects
6. To hold strategic responsibility for Health & Safety matters.
7. Preparing periodic reports on accommodation and estates issues for Governors and Senior Leadership Team
8. Overseeing the college procurement clerk in taking a strategic oversight of premises and IT related contracts, the tendering procedures for these at the appropriate times and the appointment of contractors.
9. Keeping records and plans of the college to facilitate disaster planning, the preparation of plans for special college activities and Resources related returns required for funding bodies.
10. Manage the maintenance and upgrade of IT Support, property and other information systems.
11. Be the first point of contact for organisations with whom we hold service level agreements, community use agreements or leases.
12. As a member of the Senior Leadership Team, sharing in and contributing to the team’s commitment to achieving the College’s aim of providing the highest quality of educational experience for all its users;
13. Liaising with the Deputy Principal and Vice Principal on all aspects of the timetable, allocation of classes and teaching rooms.
14. To represent the college at local, regional and national meetings as required
15. Monitoring the organisation and funding of college trips and visits.
16. Carrying out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

Signed ……………………………………………………………….. Dated ………………………….

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| **Person Specification – Director of Resources** |  |

**Essential**

* Educated to degree level or equivalent
* Business management qualification or other relevant qualification for the role
* Significant successful management experience in either a business or educational setting
* Experience of leading and managing teams in operational planning, development and successful implementation of data management, storage, collection and external agency deadlines
* Experience of delivering change management programmes with desired outcomes
* Experience of managing and delivering on multiple projects
* Knowledge and experience of managing procurement, contracts for services, budgets and reporting processes
* Experience of overseeing large computerised MIS systems and analysing large volumes of complex data
* High levels of financial acumen, ability to manage significant budgets and strong negotiation skills
* Experience of managing the introduction of new systems leading to increased efficiencies
* Extensive experience of managing and motivating staff
* Excellent interpersonal, written and oral communication skills
* A confident and forensic use of data to inform and diagnose weaknesses that need addressing and the ability to effectively action plan to raise performances
* Strong organisational and time-management skills and the ability to delegate appropriately
* Excellent computer literacy ]
* Recent experience of leading on business initiatives across organisations
* Strong leadership skills with a clear vision
* Proven experience of developing and leading an effective team
* Proven experience of successfully leading change
* Proven ability to apply creative solutions to issues at a strategic level
* Energy, enthusiasm and the ability to work under pressure and achieve goals
* Excellent communication skills
* Creative thinking skills
* Experience of working with external partnerships/stakeholders
* Able to inspire and motivate staff and students
* Excellent organization skills
* Highly effective team player
* Willingness to undertake a management qualification
* Experience of successfully managing a budget

Desirable

* Experience of successfully managing in an educational context
* Knowledge of FE funding ~~methodology~~
* Management qualification
* Experience of effective resource management at a senior level
* Ability to develop and monitor strategies to maximize student potential and to raise standards