



**Part A**

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage:

**Essential**

- Track record of excellent partnership working both internally and externally.
- Experience of leading data and reception teams efficiently and effectively.
- Able to analyse and interpret numerical data to a high standard.
- Presentation of data and reports to senior managers and partners
- SQL report writing experience
- Excellent written communication skills.
- Developed technical, professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities in the FE sector.
- Detailed knowledge of ESFA/NTCA funding criteria across all funding streams.

**Desirable**

- Knowledge/experience of EBS software suite (Tribal)
- Experience of leading in the operational area of a service that has delivered successful outcomes through collaboration, engagement and enablement of staff, service users and other stakeholders
- Familiar with Council (or similar) policies.
- Worked in an adult education environment.
- Experience of budget management.
- Management qualification at level 4 or above.

**Part B**

The following criteria will be further explored at the interview stage:

- Excellent oral communication and influencing skills.
- Understanding and commitment to the promotion of equality and diversity.
- Able to work flexible hours

### **Additional Requirements**

Flexibility in working hours – the normal service delivery hours are Mon to Thurs 9am to 9pm and Friday 9am to 4pm. There is occasional weekend delivery by agreement only. DBS clearance is required. You will be required to act as duty manager on a rota basis.