

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

An Equal Opportunities Employer

APPOINTMENT OF HEAD OF DIVISION – DATA SERVICES

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Head of Division for the Data Services department. This exciting opportunity offers a flexible, reliable and committed individual the chance to join this forward-looking college as it embraces change and responds to increased demands for its services.

Applicants should have experience effectively managing staff and systems in a Higher Education or Further education setting.

The post-holder is expected to embrace the College's RESPECT values.

Salary: From £38,850 up to £42,444 per annum

Please contact Human Resources on 01429 404169 if you require further information. Completed application forms must be returned to hrpayroll@hartlepoolfe.ac.uk by **09:00am 26 January 2021**.

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

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Hartlepool College is a medium sized institution with an annual enrolment of approximately 4500 students. The College operates with an Executive Committee of three, and is organised into six academic delivery schools.

The Schools include:

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

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JOB DESCRIPTION

POST TITLE	-	Head of Division – Data Services
REPORTING TO	-	Assistant Principal
SALARY	-	From £38,850 up to £42,444 per annum MS14
HOURS	-	Full time 37 hours per week
HOLIDAYS	-	37 days per annum

THE SPECIFIC NATURE OF THE ROLE

Operational responsibility for the division including staffing, financial management and appraisals.

MAIN DUTIES AND RESPONSIBILITIES

- Management responsibility for the effective operation of the Data Services team, developing and delivering excellent customer service.
- Supporting Executive and Heads of School by ensuring the timely production, monitoring and analysis of management information.
- Providing support to Executive and Heads of School to assist with the planning of curriculum delivery and the forecasting of enrolment numbers and funding.
- Monitoring changes to funding methodology, advising and training relevant College staff as appropriate.
- The ability to implement recommended changes to ensure data credibility.
- Contributing to the development and streamlining of College systems and data to provide relevant, accurate and timely information in line with changes to funding and audit requirements.
- Significant experience in the Further Education sector working with funding and ILR data.
- Curriculum planning processes and creation of an accurate and timely course file, timetables and registers.
- The ability to work accurately under pressure within a busy environment.
- Oversight of examination services including registration, entry, scheduling, assessment and results recording processes ensuring at all times the relevant exam board and JCQ policies and processes are followed.
- Managing the departmental budget and meeting financial targets.
- The accuracy, quality and compliance of student related data from enrolment through to achievement.
- Undertake and ensure effective liaison with College auditors, external funding auditors, software suppliers and others as appropriate.
- Understand the relationship between MIS and other appropriate College systems.
- Ensuring that robust controls and procedures are developed and maintained in line with audit requirements from funding agencies and college policies and procedures
- Manage self-assessment and development planning for Data Services, contributing to designated sections of the College's Self-Assessment Report as and when required.
- Membership of appropriate cross-college committees and working parties

- Ensuring that systems operating in the division are consistent with QAPs
- To perform such duties consistent with the position as may be required by the Principalship from time to time.

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PERSON SPECIFICATION

POST TITLE - Head of Division – Data Services

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1 – Vocational qualification at degree level in a relevant discipline	E	i
2 – Management Qualification and experience (human/systems/cost management)	E	i
3 - Demonstrable track record of developing and implementing plans to achieve set objectives	E	i, ii and iii
4 – Experience of managing people, systems and/or processes	E	i, ii and iii
5 – Proven commitment to delivering high standards of service	E	i and ii
6 – Excellent IT skills	E	i and ii
7 – Strong organisational skills to manage diverse and conflicting priorities proactively	E	i and ii
8 – Experience in an FE or HE environment	E	i and ii
9 – Exemplary oral and written communication skills	E	i, ii and iii
10 – Ability to work effectively and efficiently as a member of a management team and to work flexibly and independently to meet organisational needs	E	i and ii
11 – The desire to continuously develop professional skills	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview

Approved _____ Principal

_____ Line Manager

_____ Post Holder

_____ Date