



Part A

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

Essential

- Successful track record of excellent partnership working both internally and externally
- Experience of leading data and funding compliance
- Experience of managing customer service teams efficiently and effectively
- Able to analyse and interpret numerical data to a high standard and to present data and reports to senior managers and partners in a concise way.
- 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
- Knowledge/experience of how to manage a Management Information System (MIS)

Desirable

- Familiar with Council (or similar) policies
- Worked in a post-16 environment
- Management qualification at level 4 or above or potential to work towards

Part B

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

- Evidence of an open and collaborative leadership style which values the contributions of others and motivates and enables them to achieve their potential and make a difference
- Excellent oral communication and influencing skills and effective leadership of a high-performing team
- 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. You will be required to act as duty manager on a rota basis, which will require working until xpm

Enhanced DBS clearance is required.