

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Director – North East Institute of Technology
Grade	Management Spine 06-08
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Curriculum
Accountable to	Deputy Principal* (*on behalf of the licensees of the IoT)

JOB PURPOSE

The Director – Northeast Institute of Technology (NEIoT) will:

- Provide operational leadership to support the Deputy Principal in the delivery of the Institute of Technology (IoT), ensuring alignment with the Department for Education's IoT programme priorities and licence requirements.
- Support the implementation, coordination and performance management of NEIoT activity across the partnership, ensuring delivery against agreed objectives, KPIs and contractual obligations.
- Enable the effective translation of strategic IoT priorities into high-quality operational delivery, supporting employer-led technical education at Levels 4–5, innovation in provision, and measurable impact on skills, productivity and progression.
- Work collaboratively with Further and Higher Education partners, employers and stakeholders to ensure the NEIoT delivers a high-performing, employer-responsive model aligned to regional and national skills priorities.
- Support the Deputy Principal in ensuring the NEIoT contributes to the College's strategic priorities, growth ambitions and reputation within the national IoT network.
- Attend any Senior/Executive Leadership Team for delivery partners, as requested, to input into strategic planning, performance, growth and quality.

KEY RESULT AREAS

1. Operational Delivery of the Institute of Technology (NEIoT)

- Support the Deputy Principal in the implementation and delivery of the NEIoT, aligned to DfE policy, licence requirements and national skills priorities.
- Translate strategic IoT objectives into clear operational plans, ensuring effective coordination across partners and delivery teams.
- Ensure delivery against IoT expectations, including employer co-design, higher technical education growth, and measurable learner and employer outcomes.
- Coordinate operational governance arrangements, ensuring compliance with funding, contractual and reporting requirements.

2. Partnership Coordination and Employer Engagement

- Develop and maintain effective working relationships with NEIoT partners, employers and key stakeholders.

- Coordinate activity across the NEIoT partnership ensuring consistency, collaboration and shared accountability for delivery.
- Support employer engagement to ensure provision reflects workforce needs, supports innovation and drives KPI achievement.
- Act as a key operational link between the NEIoT, sector specific Technical Excellence Colleges, DfE and regional stakeholders.
- Work closely with the sector specific Technical Excellence Colleges to maximise the key outcomes of both the IoT programme and said College

3. Programme Management, Performance and Compliance

- Lead the operational management of NEIoT delivery, ensuring performance against KPIs, milestones and licence requirements.
- Develop and maintain robust monitoring, reporting and evaluation frameworks to track performance, quality and impact.
- Coordinate data collection and reporting across partners, ensuring accuracy, consistency and timeliness.
- Produce reports for the Strategic Board, DfE and other stakeholders.
- Ensure compliance with funding rules, audit requirements and quality standards.

4. Financial Oversight and Resource Management

- Support the Deputy Principal in the effective management of NEIoT capital and revenue funding.
- Monitor budgets, financial performance and value-for-money delivery across the partnership.
- Ensure all funding claims, returns and documentation are accurate, timely and compliant.
- Support the development and maintenance of partnership agreements and funding arrangements.

5. Curriculum, Innovation and Delivery Support

- Work collaboratively with curriculum and quality teams across partners to support high-quality, industry-aligned provision.
- Ensure delivery reflects IoT priorities, including higher technical qualifications, emerging technologies and employer-led design.
- Support the development of clear technical pathways at Levels 4–5, aligned to regional and national skills needs.

6. Growth, Development and Impact

- Identify opportunities to grow NEIoT provision and impact in line with DfE IoT objectives and regional priorities.
- Support the Deputy Principal in delivering growth strategies, funding opportunities and collaborative initiatives.
- Contribute to the development of employer-led projects, partnerships and bids that enhance skills provision and economic impact.
- Ensure NEIoT activity demonstrates measurable impact on learner outcomes, employer satisfaction and productivity.

7. Leadership and Collaboration

1. Provide effective operational leadership across the NEIoT partnership, fostering collaboration, innovation and accountability.
2. Work closely with internal College teams and teams within partner organisations to ensure coordinated delivery.
3. Act as a key operational link between strategic leadership and delivery teams, ensuring clear communication and effective implementation.
4. Attend any Senior/Executive Leadership Team for delivery partners, as requested, to input into strategic planning, performance, growth and quality.
5. Chair and coordinate relevant operational groups to ensure delivery against objectives.
6. Ensure appropriate governance structures, meeting cycles and reporting mechanisms are in place and effective

8. Corporate and Operational Contribution

- Support the Deputy Principal in contributing to NEIoT strategic planning, performance review and reporting processes.
- Attend relevant operational and strategic meetings, providing updates on progress, risks and opportunities.
- Ensure NEIoT activity aligns with NEIoT policies, procedures and strategic priorities.
- Represent the NEIoT in appropriate regional and national forums.

9. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.

10. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

BELONGING AND INCLUSION

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion please again contact the above individual.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment

ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Director – North East Institute of Technology

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1 / 2	✓	
Higher Level Qualification in related occupational specialism	1 / 2	✓	
Qualified to Level 6 Graduate qualification (e.g. BA/BSc Hons Degree) or equivalent in a Management related discipline.	1 / 2	✓	
Knowledge of the Further and Higher Education sectors	1 / 2	✓	
Leadership and management experience including leadership of improvements and new developments	1 / 2	✓	
Recent experience in Project Management	1 / 2	✓	
Recent working knowledge and experience of utilising Microsoft Office packages (Excel, Word and Outlook), IT systems and software packages	1 / 2 / 3 / 4	✓	
Experience in managing and producing high quality management information to pre-specified deadlines	1 / 2 / 3 / 4	✓	
Experience of data collation and report writing	1 / 2	✓	
Demonstrate evidence of a commitment to continuous professional development.	1 / 3	✓	

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PERSON SPECIFICATION

Job Title: Director – North East Institute of Technology

Skills	Assessed by	Essential	Desirable*
Strategic planning and quality assurance	1 / 2 / 3	✓	
Excellent organisational and logistical skills	1 / 2 / 3	✓	
Ability to organise workloads of self and others and manage competing priorities.	2 / 3	✓	
Excellent communication and interpersonal skills	1 / 2 / 3	✓	
Effective presentation skills	1 / 2 / 3	✓	
Budget management and numeracy skills	1 / 2 / 3	✓	
Ability to collate data from a variety of sources and produce coherent reports	1 / 2 / 3	✓	
Full driving licence	1 / 2 / 3	✓	
Disposition & Personal Attributes	2 / 3	✓	
Conscientious and dependable with positive attitude	2 / 3	✓	
Cooperative and collaborative approach	2 / 3	✓	
Respect for confidentiality	2 / 3	✓	
Proactive, decisive and confident working independently	2 / 3	✓	
Demonstrate a commitment to equal opportunities, customer service and quality assurance	2 / 3	✓	
Inspirational leadership	2 / 3	✓	

Ability to lead teams and support individual and team development.	2 / 3	✓	
Ability to deal professionally with colleagues, students and other stakeholders, in person, by phone or by correspondence with excellent written and oral communication skills.	1 / 2 / 3	✓	
Ability to competently chair meetings effectively.	3	✓	
Ability to work collaboratively with external bodies, partner organisations and external stakeholders.	2 / 3	✓	
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	
Demonstrate the ability to work in a timely and effective manner responding rapidly to changing working environment.	3	✓	
Have a systematic, methodical approach with attention to detail with a track record of thinking strategically and laterally to achieve targets.	2 / 3	✓	
Proven capacity to work innovatively and independently	2	✓	
Be committed to resolving problems and to improving own performance	2 / 3	✓	
Suitable to work with young people and other vulnerable groups	1 / 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. YPLA/ SFA / HEFCE);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency – Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency – Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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