



New College Durham

JOB DESCRIPTION

Job Title:	Director of Higher Education
Salary:	Competitive
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	Higher Education
Accountable to:	Vice Principal (Higher Education and Inclusion)

JOB PURPOSE

Contribute to the strategic management of the College and lead the management and development of Higher Education provision to ensure that the College and any partner organisation delivers consistently high standards and responds to changes in the education and training environment.

To support the Vice Principal (Higher Education and Inclusion) and Principal and Chief Executive in the effective delivery of a comprehensive HE provision.

Effective management of quality assurance of New College Durham Higher Education provision in Durham and with partner organisations HE offer.

KEY RESULT AREAS

1. To advise and support the Vice Principal (Higher Education and Inclusion) and Principal and Chief Executive in developing the Higher Education strategy of the College and in meeting its objectives set out in the College Strategic Plan and Higher Education Strategy.
2. To ensure that the College's Higher Education provision is developed both onsite and in satellite provision, in line with the aims set out in the College Strategic Plan
3. Ensure that Foundation Degree Awarding Powers (FDAP) are effectively embedded within the College and any partner organisation and seek opportunities to effectively deploy FDAP within other institutions.



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4. Effective management of quality assurance of New College Durham Higher Education provision in Durham and with partner organisations HE offer.
5. To support the Vice Principal (Higher Education and Inclusion) in securing Degree Awarding Powers (TDAP/BDAP).
6. To discharge the responsibilities and obligations of the College arising from its relationship with its validating HEI's, OfS and QAA which extend to preparing for and supporting the College's involvement in external validations, assessments, external review and visits to ensure that the College obtains the desired outcomes.
7. To provide leadership and support for HE academic managers and teaching staff in the development of the College's higher education portfolio and curriculum.
8. Lead and support the development and implementation of a variety of initiatives to improve the College and any partner organisation responding to changes in national and local higher education policy.
9. To ensure that all Higher Education programmes, including Higher and Degree Apprenticeships, satisfy the UK Quality Code requirements.
10. To develop and keep under review the policies, procedures and regulatory framework required to secure and support all the higher education activities of the College and any partner organisation.
11. To provide for the College Corporation, validating bodies and other external agencies such reports and other documents associated with the higher education work of the College as may be required.
12. To represent the College externally in respect of its regional, national and international higher education role.
13. To ensure that development of the higher education portfolio meets the targets and priorities of funding bodies and other agencies, and the needs and aspirations of the individuals, employers and communities that the College and any partner organisation serves.
14. Provide appropriate support to the assurance and enhancement of academic quality and standards in higher education within the College. To maintain a commitment to continuous quality improvement across designated areas, ensuring that the curriculum/service is flexible and responsive to the needs of learners, partners, stakeholders and external institutions.
15. Ensure the effective and efficient operation of quality assurance and enhancement procedures to assure the academic standards and quality of new and continuing higher education provision within the College and any partner organisation
16. To act as Budget Holder for allocated curriculum budgets.



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17. To attend the College Senior Executive Group and Corporation as required.

General Responsibilities

1. To promote the Mission, Vision and 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.

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. 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.

Equality and Diversity

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 Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity 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 Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.



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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.



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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 of Higher Education

Knowledge & Experience	Assessed by	Essential	Desirable*
A graduate level or appropriate professional qualification	1	✓	
Post graduate Qualification	1		✓
Teaching qualification or equivalent experience	1	✓	
Evidence of continued professional development	1	✓	
HEA membership	1		✓
Proven track record of middle/senior management experience in an education institution that offers Higher Education provision	1, 2, 4	✓	
Previous track record of effective management of HE provision via partners in satellite locations	1, 2		✓
Proven track record of managing others successfully	1, 2	✓	
Knowledge of current issues in Higher Education	1, 2, 4	✓	
Proven track records of undertaking projects/work outside the “normal” sphere of work e.g. activities that span the organisation	1, 2, 4	✓	
Understanding of the opportunities/obligations presented by Foundation and Degree Awarding Powers	1, 2, 4	✓	
Skills	Assessed by	Essential	Desirable*
Proven capacity to work innovatively and independently	2	✓	
Leadership and motivation skills	1, 2	✓	
Ability to lead teams and prioritise the work of others	1, 2	✓	
Ability to think and act strategically and laterally	1, 2	✓	
Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the College works in partnership	2, 3	✓	
Ability to manage complexity and diversity	2, 3	✓	
First class oral and written presentation skills	1, 2, 4	✓	



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Ability to work in collaboration with partner organisations, the community and other stakeholders	1, 2, 4	✓	
Tenacity, flexibility and the ability to work under pressure	2, 3	✓	
Personal and professional integrity	2, 3	✓	
Suitable to work with young people and vulnerable adults	2, 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.

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



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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

Competency - Quality & Organisational Drivers

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.

Competency - Managing People & Performance

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
- 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
- Understanding and reacting positively to changes in legislation
-

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;



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- 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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