

## **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](mailto: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.

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

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

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### JOB DESCRIPTION

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