

Job Description for Chief Executive Officer/Principal South Gloucestershire and Stroud College



A Senior Post Holder role, accountable to the Corporation and line managed by the Chair of the Corporation

Reports to: The Corporation.

Direct Reports: Deputy CEO (Finance and Resources), Deputy Principal (Curriculum and Quality)

ROLE PURPOSE

The Chief Executive/Principal is responsible for the overall strategic leadership of the College, formulating and implementing strategies and plans for the ongoing development, improvement and growth, whilst providing highly effective and engaging leadership across the organisation to ensure the effective achievement of the College's vision, mission, purpose, and strategic priorities. As Accounting Officer, the Chief Executive Officer/Principal will ensure the effective and efficient operation of the College, delivering performance targets and business plans approved by the Corporation. In carrying out the role of Chief Executive Officer/ Principal, the postholder will act in the best interests of learners. The postholder must ensure quality and cohesion across the College and in doing so, will be the chief ambassador articulating the College's voice and values with all relevant stakeholders. The Chief Executive Officer/Principal will be a member of the Corporation's governing body.

MAIN RESPONSIBILITIES

Strategic Leadership and Development

- Assume overall responsibility for the leadership and development of the College.
- Ensure that local, regional, and national educational and economic priorities are appropriately responded to through the provision of responsive and relevant education and training.
- Identify and exploit opportunities that will improve the College's educational and business performance.
- Ensure the maintenance of strong financial performance and financial health to support the delivery of excellent education and training services and the ongoing development of the College.
- Work with the Corporation to further develop and implement plans for the ongoing success and development of the College.
- Develop strategies and plans to enable the further growth and development of the College in line with the approved strategy, vision, mission and purpose of the organisation.
- Ensure that policies, operational plans, objectives and procedures are set within the context of the agreed College strategic plan.
- Ensure there are effective arrangements for the monitoring, assessment and evaluation of performance against plans.
- Ensure the effective planning, development and delivery of educational and professional services across the College.

Culture and People

- Provide effective leadership across the College, inspiring and motivating colleagues to deliver excellent outcomes for students, businesses and communities.
- Lead and promote an inclusive culture where colleagues work together to raise aspirations, realise ambitions and achieve outstanding success and create the best environment for staff working at SGS to develop their skills, professionalism and careers within the further education sector.
- Ensure the effective development of a high performing executive leadership team through clear and supportive line management.
- Nurture a culture of success, quality and excellent customer service across the College.
- Ensure the effective development and implementation of strategies to raise standards and drive improvements across all provision. Actively promote social cohesion, equality, inclusion and belonging and respect for diversity within the College.
- Promote a culture of open communication and the active engagement of stakeholders in the development of solutions.
- Enable the talent, skills and potential of staff through the use of innovative talent management and succession planning strategies.
- Support a culture of both support and challenge that is high in levels of engagement.
- Ensure there is a modern, inclusive and strategically aligned policy framework which supports the recruitment and retention of high-performing employees.
- Ensure the college has in place all necessary policies and procedures related to the employment of staff.

Curriculum, Teaching and Learning

- Make proposals to the Corporation about the educational character and mission of the institution and ensure the development and delivery of a highly responsive curriculum which anticipates, stimulates and meets changing demand from learners, employers, strategic stakeholders, the community, business and government.
- Ensure that the educational mission and purpose of the college is captured in an evolving curriculum strategy that remains modern, relevant and balances student and stakeholder needs and reflects the evolving nature of in person, digital and AI learning.
- Ensure the whole college community is aspirational for all students and the college, making it a place of positive choice.
- Achieve outstanding performance across all provision through a relentless focus on high-quality teaching and learning.
- Maintain an ethos of success, fostering high performance, aspiration and ambition amongst staff and learners.
- Ensure the development and implementation of a digital strategy to support the development of excellent and contemporary teaching and learning.
- To have in place, and further develop, a strategy of continuous quality improvement ensuring robust and effective quality assurance systems are in place and standards are maintained and improved.
- Ensure learners are engaged in the development and improvement of teaching and learning across the College.
- Maintain student discipline and, within the rules and procedures provided for within the college's Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

Relationships and Reputation Management

- Ensure the development and maintenance of positive external stakeholder relationships, ensuring the reputation of the College is strong across the localities it serves as well as the wider FE sector.
- Work effectively with business, community, educational and political leaders to ensure the College is positioned as the post-16 education and training provider of first choice in its localities.
- Take a sophisticated approach to working with other local providers, recognising both the competitive nature of the landscape and the opportunities for increasing impact through collaboration.
- Maintain effective relationships with appropriate funding bodies and regulators.
- Negotiate relationships with others that will benefit the College and its learners.
- Work with key stakeholders at a local, regional and national level to promote the College, positioning the college as a partner of purpose, expanding the reach and influence of the organisation.

Innovation and Development

- Continually review income and develop strategies for sustainable growth in line with the College's vision, mission, strategic direction and ambitions.
- Lead and further develop an enterprising culture across the College, enabling the organisation to respond flexibly and quickly to new opportunities, maximising income growth.
- Anticipate changes and developments within the external environment, identifying implications for the College ensuring that appropriate plans are put in place which take advantage of opportunities and safeguard the College's interests.
- Through the development of sector-leading innovations, ensure the College is at the forefront of developments in curriculum design and teaching and learning, including the implementation of a digital strategy fit for the future.

Resource Management

- Act as the Accounting Officer and ensure the timely and accurate preparation of estimates of income and expenditure, ensuring the proper and effective operation of financial planning and management controls ensuring resources are efficiently utilised and public funds are safeguarded.
- Ensure resources and funds are managed in line with the College's Financial Handbook and HM Treasury's Managing Public Money requirements.
- Ensure that appropriate and effective risk management strategies and processes are in place.
- Ensure that robust, responsive and secure ICT, data and information management systems are in place to inform and monitor the delivery of strategic, financial and operating plans which comply with statutory reporting requirements.
- Ensure the development and implementation of a strategy of investment in the College's estate and facilities, providing a welcoming, safe and high-quality environment for all.
- Advise the Corporation on the further development of the College's assets, and to ensure their safeguarding and efficient deployment and to lead on the development and implementation of the estates strategy.
- To lead and be the final point of accountability for all aspects of the executive management of the College, its services, resources and students as determined by the

approved Articles of Government and the Accountability Agreement with the Principal Regulator.

- Ensure arrangements are in place to safeguard information and digital assets and to ensure the college is protected against cybercrime.

Effective Governance and Compliance

- Build and maintain excellent working relationships with the governing body, its committees and the Clerk to the Corporation.
- Ensure the Corporation receives the information it needs to function effectively and to properly discharge its responsibilities in a timely manner.
- Ensure that SGS complies with its statutory and regulatory responsibilities, enabling effective implementation of all policies and procedures having due regard for legislative requirements.

General Duties/Expectations

- Adhere to the policies, procedures, and values of SGS.
- Undertake necessary health and safety responsibilities and duties as required by this post with respect to the implementation of health and safety policy and arrangements.
- Undertake any necessary data protection duties and responsibilities as required by the post.
- To ensure full compliance with the Public Disclosure Act and the College's Financial Handbook and Accountability Agreement.
- Be a member of the SGS Corporation and contribute to effective corporate governance alongside other college governors.

Diversity Equity Inclusion and Belonging

At SGS everyone is welcome and has the opportunity to succeed. Fostering a diverse and inclusive culture is at the core of how we operate. We are committed to supporting inclusion and diversity across all aspects of our organisation and the Chief Executive Officer/Principal will not only work in line with our policies and procedures but will champion an inclusive ethos and culture.

Safeguarding

SGS is committed to ensuring a safe environment for all learners and all staff are expected to fully engage with this commitment. The Chief Executive Officer/Principal will ensure that appropriate frameworks and procedures are in place to ensure the college achieves its commitments and obligations.

The lists above are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Chief Executive Officer/Principal of South Gloucestershire and Stroud College. Appraisal will be carried out annually by the Chair and Vice-Chair of the Corporation.

Person Specification

Qualifications

Educated to degree level and evidence of continuous professional development, particularly related to strategic leadership development. Equivalent experience to these will be considered.

Experience and Knowledge (all essential)

- Successful leadership gained in a setting of relevant scale and complexity that is recognised as being a high performing organisation.
- Strong and inspirational leadership, delivering strong outcomes within an education and training, skills or employment/enterprise services at a senior level.
- Strategic and business planning that delivers tangible improvements in educational and business performance.
- Leading and cultivating innovation, growth and commercialisation to better meet the needs of service users and working across local or regional systems to develop solutions to complex problems.
- Detailed knowledge of the English further education and skills systems (or equivalent knowledge from a similar system that can be transferred effectively), including the national strategic and policy framework, quality improvement systems, regulatory and funding arrangements.
- Understanding of, and skill in addressing, the issues faced by people and businesses in the West of England and Gloucestershire.
- A track record in responding to the demands, challenges and opportunities of current issues in equality, diversity and inclusion as a means of social transformation.
- Stakeholder engagement including positioning an organisation to achieve multi-agency collaboration alongside experience of ambassadorial and representational work that develops positive external relationships.
- Leadership of significant change programmes that have resulted in tangible organisational improvement and growth.
- Working with a governing body or other board of non-executives to develop strategic aims, objectives and business plans.

Skills, Style and Behaviour (all essential)

- An accomplished team builder with the ability to motivate and inspire others to improve and succeed.
- An enterprising leadership style that complements and will take forward South Gloucestershire and Stroud College's reputation and achievements.
- A reflective and responsive leader who is a role model internally and externally and is able to translate strategy into operational success.
- The ability to lead others with clarity, energy and enthusiasm, commanding respect across the organisation.
- A successful organisational ambassador and skilled relationship builder with the ability to persuade and influence at all levels and in a diversity of contexts, and highly effective interpersonal and presentational skills.
- Strong analytical skills and excellent written ability.

- A commitment to, and focus on, quality and standards and a passion for enabling students to achieve their full potential.
- Entrepreneurial qualities with the judgement and ability to seize appropriate opportunities for the college whilst managing within an appropriate risk framework.
- A strong communicator who enjoys a visible presence across the organisation and the ability to negotiate with a range of stakeholders.
- A deep commitment to equality of opportunity, diversity and the well-being and safety of staff and students.
- Commitment to the highest professional and personal standards of work, behaviour and conduct.
- Strong levels of personal commitment to the medium to long term objectives of an organisation.
- Strong empathy and personal alignment with South Gloucestershire and Stroud College's vision, mission, strategy and ethos.
- An overriding commitment to the Nolan principles of standards in public life.