

EKC

East Kent Colleges Group



Chief Executive Officer

Candidate Information Pack

October 2024
www.fea.co.uk/ekc-ceo/



Welcome

Dear colleague,

East Kent Colleges Group Chief Executive Officer

Thank you for expressing an interest in applying for the role of CEO of East Kent Colleges Group. I appreciate the time and effort you are putting in to find out about our group and letting us know about your experience and qualifications.

As chair of the Board, I am deeply conscious of the importance of this appointment both to us and to you. This is an exciting opportunity to lead the next stage of development of an already successful group. Having achieved an Outstanding judgement from Ofsted with a strong contribution to our local economies, we are very aware that we are not yet the finished article. We strive to be excellent in every aspect of the group, and this assessment has been an important marker on the way. Additionally, the policy landscape is in a state of flux and we are looking for a leader who can raise further our standards while keeping us ahead of the changes coming. Through this combination of strategic vision and operational leadership, we will be best placed to provide life-enhancing opportunities for all our learners.



The group comprises six local colleges, together with a regional training division and a commercially trading 4* hotel. Each college and the training division has a Local Board with independent members drawn from the local business and education community together with the local authority. The Group Board operates a traditional governance model, including Audit, Business and Education Committees. We have an enviable record of success in funding bids, securing around £50m in capital and revenue funds over recent years.

We value greatly the fact that we are a highly inclusive group, focussed on supporting the growth and development of the communities we serve. The group actively collaborates with neighbouring colleges and the wider sector to develop and deploy innovative solutions to the challenges we face. Wide-ranging stakeholder engagement is a vital aspect of the role of the CEO and senior team, ensuring close working relationships with local, regional and national policy makers, employers and their representative bodies.

Our finances are “good” and stable. This provides our new CEO with an excellent base from which to continue our growth and development.

We have appointed FE Associates to support us to find the right person. To pursue your interest in this role please contact our recruitment partner, by emailing Jo.Johnston@fea.co.uk, to discuss this exciting opportunity before the closing date.

We are really excited about what the future holds for East Kent Colleges Group. If you are too, then I very much look forward to receiving your application.

Charles Buchanan
EKC Group Chair of Governors



Job Description

Job title: Group Principal and Chief Executive Officer

Responsible to: The Governing Body

Salary: Competitive

Summary of Post

To provide leadership and direction in ensuring that the East Kent Colleges Group achieves its strategic aims and targets through efficient and effective management.

Role Purpose

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



Specific Duties

Governance & Management

- To advise the Board of Governors in their determination of the educational character and mission of the Group and to be responsible for implementing the policies and decisions of the Board, of which they shall be a member.
- To ensure that the Group's operational policies, objectives, plans and procedures are congruent with the Strategic Plan.
- To ensure that Board members are regularly updated as to progress on the Group's Strategic Aims, and about current significant issues and new developments in order to facilitate informed debate in Board committees and meetings, resulting in sound corporate decision making.
- To be responsible for the implementation of the policies and decisions of the Board and for reporting their impact and consequences once implementation has been effected.
- To ensure that the Group's policies and procedures are consistent with the Boards aims and objectives in relation to sustainability, equity, diversity and inclusion.
- To lead strategic planning processes within the framework set by the Board and in doing so, oversee the collation, dissemination, monitoring, review and evaluation of the Strategic Plan within the timescales required by the Board and external control bodies.
- To maintain high standards of student and staff discipline.

Academic & Quality Standards

- To determine the institution's academic activities.
- To ensure that agreed standards, quality assurance and assessment systems are in place and are effective and comprehensively applied, that identified standards are being met and continually improved upon, and that information systems provide accurate and reliable measures of performance and progress.



Academic & Quality Standards Cont'd

- To ensure that the activities of the Group are established to provide equality of opportunity and inclusion in all that it does and to focus its activities on ensuring that students are recruited to learning programmes which enable them to realise their full potential and maximise their achievements while raising the academic standards of the Group.

Financial & Estates Management

- To act as the Group's Accounting Officer in respect of all funding agreements.
- To oversee the development and implementation of appropriate systems for deploying public funds efficiently. Also for ensuring that the Accountability Agreement and ESFA's Financial Handbook are adhered to and that the Group's adopted Financial Regulations are compliant, understood and implemented at all times.
- To be responsible with the Board of the Corporation for ensuring that all funds are managed consistent with government guidance on Managing public money and are used only for the purpose for which they are given, and in accordance with the provisions of the Financial Handbook and any further regulations or guidance as may be appropriate.
- To develop and secure the implementation of new sources of funding as permitted within governmental policy.
- To develop and maintain strategies and mechanisms to ensure the provision of a welcoming and safe learning and working environment in all Group premises.
- To have responsibility for the financial management of the Group including the preparation and management of budgets and resources within the estimates approved by the Corporation.



Human Resource Management

- To provide opportunities and mechanisms for staff deployment within the Group's organisational structure in order to utilise their skills to greatest effect and to maximise their potential for further development and progression while ensuring efficient resources utilisation.
- To maintain and develop an innovative and entrepreneurial culture within the Group in order to enable it to adapt to external changes, respond to opportunities, maximise income generation and maintain a position at the forefront of emerging strategies and initiatives for education and training.
- To provide leadership, organisation and management of staff, including arrangements for the appointment, pay and conditions of all employees other than senior postholders, within the framework set by governors.

External Relationships & Promotional Activities

- To encourage the development of mutually supportive partnerships and alliances with the local community, other educational providers, Employer Representative Bodies, individual employers and professional bodies. To represent the Group on local, regional and national committees or other bodies which are considered relevant and influential to the present and future needs of the Group.
- To progressively develop working relationships with local, county, regional and national governmental bodies with both elected members and officers and others influential in the FE sector.

Other

- To undertake such other duties as the Corporation may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the Group.



General Duties and Responsibilities

- To participate in the staff support & development scheme and to undertake training based on individual and service needs.
- To take a lead in creating and to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
- To comply with legislative requirements and Group policies and guidelines in respect to health and safety and data protection.
- To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
- To undertake continuing professional development to support our culture of continuous improvement.
- To partake in quality assurance systems.
- To meet minimum relevant occupational standards.
- To keep up to date with the skills required to fulfil the role.
- To undertake any other duties commensurate with grade as may be reasonably requested.
- You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.



Person Specification

The CEO will be an outstanding education leader with significant experience of further education. They will be an inclusive leader, empowering staff and students to always do their very best. They will have a strong civic responsibility and the ambition for EKC to excel.

Professional Qualifications and Training

Essential

- Degree Level or equivalent.
- Qualified Teacher or Post 16 qualification.
- Evidence of continuing professional development, including safeguarding.

Desirable

- Senior Education Leadership/Management Qualification.

Experience

Essential

- Successful senior education leader, including strategic leadership, development, monitoring and delivering agreed outcomes and management of staff.
- Educational leadership of post 16 and young adults.
- Experience of working collaboratively with the Board in the development and review of group mission, values and strategic plans.
- Leading improvements in curriculum, teaching and learning.



Experience cont'd

- Comprehensive knowledge and experience of the Ofsted Inspection framework, criteria and processes in FE and Skills and experience of inspection.
- Experience of leading change, creativity and innovation.
- Experience of human and financial resource management.
- Sound understanding of FE funding, costing and budgetary management.
- Business management and planning, including developing systems, processes and their delivery.

Desirable

- Designated or Deputy Designated safeguarding lead, supporting safeguarding developments.
- Experience of running commercial activities.
- Developing and delivering a marketing strategy, engaging in marketing and fundraising developments.

Skills, Knowledge and Understanding

Essential

- Confident about developing, implementing and using data systems to drive improvement.
- Strong ambassadorial skills with the ability to develop strong and beneficial relationships and networks.
- Knowledge of accountability frameworks.



Skills, Knowledge and Understanding Cont'd

- Knowledge of employment market , effective recruitment, deployment and management of staff.
- Knowledge of legal issues relating to leading and managing an FE Group derived from all statutory and regulatory frameworks.
- Good numeracy skills with knowledge of strategic financial planning, budget management and principles of best value.

Desirable

- Knowledge of the current landscape of digital and technological developments in the delivery of educational provision and services.
- IT skills - confident with a range of programmes and quick to learn new ones.
- Project management skills.

Essential Personal Attributes

- Energetic, ambitious and enthusiastic with a willingness to develop new skills.
- Effective communicator verbally and in writing, inspiring and leading others.
- Commitment to improving the outcomes and well-being of our students and the health and well-being of all of our staff.
- Commitment to delivering equality, diversity, inclusion and sustainability through EKC, challenging and developing practise where necessary.
- Ability to establish inclusive, respectful, supportive and constructive relationships with our students, parents, staff, volunteers and other stakeholders.



Essential Personal Attributes Cont'd

- Ability to lead and work effectively with a range of stakeholders and partners including leading on the strategy with the Governing body.
- Ability to work and remain calm under pressure, have effective organisation skills, able to time manage, prioritise work and to delegate appropriately.
- Ability to deal with complexity and uncertainty.
- Ability to model the vision and values of EKC.
- Ability to demonstrate business and political acumen.
- Ability to create a culture of learning and continuous improvement which encourages ideas and contributions from others.



OUR MISSION AND VISION

MISSION

To play a leading role for East Kent in developing the economic and social prosperity of the diverse communities we serve.

VISION

For ambitions in life and work to be achieved through outstanding and inclusive education and skills.

OUR CULTURE AND VALUES

Our culture is one of collaboration and community. We are strong believers in putting community first, with our colleges and business units working in partnership with residents, employers, charities, community groups, councils and a range of other key stakeholders to deliver learning opportunities for all and to support the transformation their locality wants and needs.

Our corporate values which are espoused by our Group's staff and students alike are underpinned by the word

CAREER.

C

CREATIVITY

adapting to change through innovation

A

AMBITION

empowering students to achieve their potential

R

RESPECT

welcoming everyone and celebrating diversity

E

EXCELLENCE

placing students at the heart of everything we do

E

ENTERPRISE

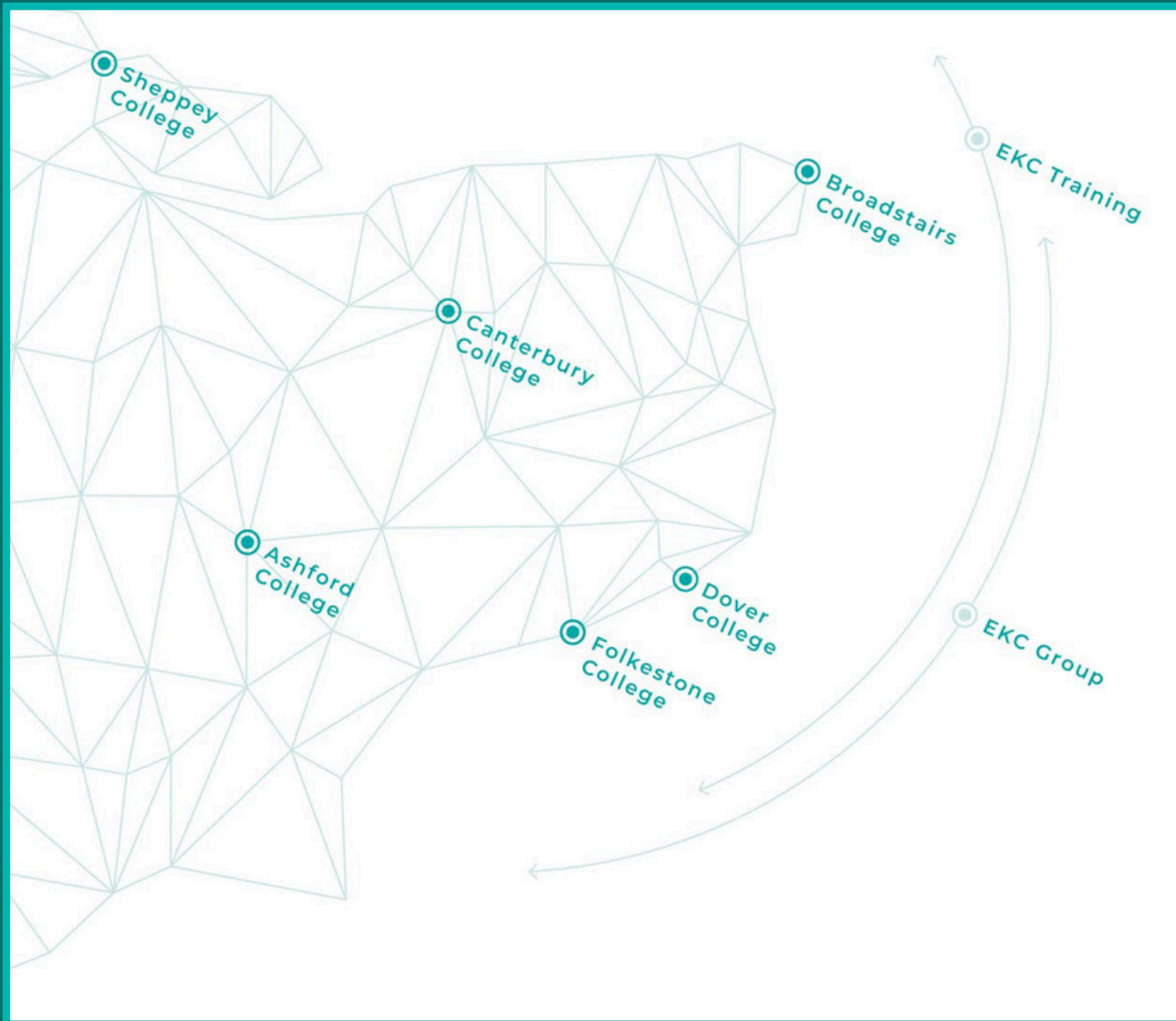
turning our ideas into reality

R

RESILIENCE

being determined to make a difference



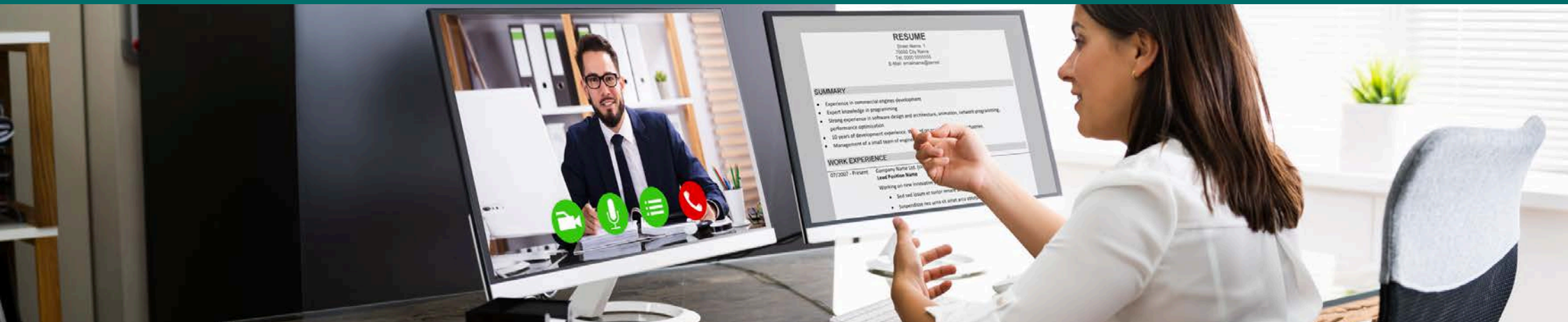


Key Dates and the Recruitment Process

Closing date: 9am on Friday 22 November 2024

Interviews to be held: Thursday 5 and Friday 6 December 2024

We have appointed FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.



Initial Discussion and Recorded First-Stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Jo.Johnston@fea.co.uk, to discuss the role before the closing date.

Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.



Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/ekc-ceo/>, discussed the role with Jo Johnston and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An Application Form with all sections completed including:

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- **Ensure you enter your name/e-signature and date in section 11.**
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – ekc-ceo - Application.**

2. The Equality and Diversity Monitoring Form

- Please click ***inside*** each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – ekc-ceo - ED.**

