

## JOB DESCRIPTION

### CAREER FRAMEWORK

|                      |  |
|----------------------|--|
| <b>JOB TITLE</b>     | <b>Head of Higher Education &amp; Technical Skills</b>                     |
| <b>REPORTING TO</b>  | <b>Assistant Director: Quality and Transforming Learning</b>               |
| <b>GRADE</b>         | <b>Quality and Transforming Teaching, Learning and Assessment Services</b> |
| <b>AREA</b>          | <b>M 39 - 43</b>   |
| <b>HOURS OF WORK</b> | <b>Full time</b>   |

#### SUMMARY OF POST

To provide effective leadership and management of Higher Education & Technical Skills Development in BDC.

Deliver a positive contribution to the cross-College Directorate Teams and promote, develop and enhance HE provision in-line with the IoT strategic and operational plans and the College strategic plan.

To contribute to refining the Business Development Strategy and take a lead role in engaging BDC educators with industry to build new, or enhance existing commercial opportunities for HE and Technical Skills.

Build relationships with regulatory bodies and university partners to continuously enhance the quality of HE provision and build reputation to support revenue growth and the achievement of other strategies and goals aligned to the IoT and the College.

Develop clear curriculum maps from Level 2 to Level 7 and lead on the promotion of career pathways for learners and to secure high internal progression to the next level.

#### Main duties, key tasks and responsibilities:

##### Leadership and team building

- Provide leadership to the Directorate teams in the areas of HE related learning and teaching, research and enterprise and wider engagement.
- Ensure the achievement of agreed performance standards across the HE provision (relevant performance standards may include scholarly activity and impact, income, National Student Survey (NSS) results, student recruitment, student retention, internal progression, employability and destinations etc.)
- Ensure high standards are maintained in the conduct of all the HE related activities – mainstream HE, Higher Level Apprenticeships, Professional Provision, Commercial Offer.
- Lead the development and implementation of a comprehensive student recruitment strategy for HE and Technical Skills Development to include targeted campaigns for employers, sector bodies etc and implementing webinars to attract national interest.

##### Managing People

- Create a working environment across Directorate HE staff that is supportive of staff and encourages active engagement and a positive contribution from individuals.

- Ensure there is a strong emphasis across HE cross college teams on communication with staff and there are appropriate mechanisms in place to underpin this.
- Oversee the effective deployment and development of staff resources within HE.
- Ensure that proactive staff planning is undertaken for HE on a systematic basis in-line with College policy.
- Oversee the effective management of change and succession planning across HE.
- Lead and support high performance in HE. Ensure that individuals have clear, SMART objectives for HE and participate in effective performance reviews for HE outcomes.

### **Managing resources**

- Utilise the HE budget effectively.
- In liaison with the Finance Team, ensure appropriate accountability for effective budgetary and financial management for HE.

### **Policy and planning**

- Formulate and implement a vision for HE, produce academic and business plans, ensuring that these are aligned with the strategic objectives of the IoT and the College.

### **Student learning experience**

- Ensure the best possible student experience through the adoption of consistent customer focus across all strands of HE.
- Work collaboratively with colleagues across the IoT and wider College, including those in central business support services to ensure the best academic and skills experience for HE students.
- Develop the scale and range of high-quality HE provision and support/develop new methods and modes of delivery.
- Proactively monitor and review the quality of provision within HE including high quality teaching and holistic development of students.
- Ensure the standards of the College qualifications are maintained and provision maintains professional recognition and accreditation as appropriate.

### **Collaborative working, networking and liaison**

- Promote and enhance the reputation of BDC HE provision locally, nationally and, in future, internationally.
- Represent the interests of HE and Technical Skills Development within the IoT, College and externally.
- Lead and embed employer engagement, enterprise and entrepreneurship across the HE provision.
- Lead and develop a strong network of partnerships with leading institutions for opportunities and collaboration in education, scholarly activity and knowledge transfer

| Person Specification   |   |  |                              |                   |   |   |   |
|--|---|--|------------------------------|-------------------|---|---|---|
| <b>Job Title:</b>  | <b>Head of Higher Level Skills</b>                |  |                              |                   |   |   |   |
| <b>Reports To:</b>   | <b>Director Quality and Transforming Learning</b> |  |                              |                   |   |   |   |
| Criteria   |   |  | Essential/Desirable Criteria | Assessment Method |   |   |   |
|  |   |  |                              | A                 | I | T | R |
| Education and Qualifications   |   |  |                              |                   |   |   |   |
| • Cert Ed/PGCE or relevant teaching/training qualification   |   |  | E                            |                   | ✓ |   |   |
| • Degree or equivalent qualification   |   |  | E                            |                   | ✓ |   |   |
| • Masters level qualification  |   |  | E                            |                   | ✓ |   |   |
| • Level 2 Literacy and Numeracy  |   |  | E                            |                   | ✓ |   |   |
| Experience   |   |  |                              |                   |   |   |   |
| • A strong track record of success in all forms of HE management including people management, finance, marketing and curriculum excellence |   |  | E                            |                   | ✓ | ✓ | ✓ |
| • Substantial experience in innovative curriculum and programme development  |   |  | E                            |                   | ✓ | ✓ | ✓ |
| • Evidence of a successful record of implementing innovative approaches to   |   |  | E                            |                   | ✓ | ✓ | ✓ |

|   |   |  |   |   |   |   |
|---|---|--|---|---|---|---|
| teaching, learning and assessment and evidence that these have led to successful and maintained improvement in delivery staff skills and improved outcomes for learners |   |  |   |   |   |   |
| • Experience managing and planning budgets as well as networking internally and externally to build brand and profile   | E |  | ✓ | ✓ | ✓ |   |
| • Experience of using IT and ICT to support learning  | E |  | ✓ | ✓ | ✓ |   |
| <b>Skills/Knowledge</b>   |   |  |   |   |   |   |
| • Knowledge of current national initiatives related to HE and higher level skills and how they are interpreted into the College strategic plans.                        | E |  |   | ✓ |   |   |
| • Understanding of regulatory bodies and requirements   |   |  | ✓ | ✓ |   |   |
| • Ability to inspire colleagues and peers to senior management level  |   |  |   |   |   |   |
| • Identify, interpret and skilfully analyse and communicate data and information  | E |  |   | ✓ | ✓ |   |
| • Excellent relationship management skills evidenced by a well-established professional network   | E |  |   | ✓ | ✓ |   |
| • Excellent communication skills (oral and written) and demonstrable presentation skills  | E |  |   | ✓ | ✓ |   |
| • Using creativity to provide a positive learning experience  | E |  |   | ✓ | ✓ | ✓ |
| • Proven ability to thrive in a changing and fast paced environment   | E |  |   | ✓ | ✓ | ✓ |
| • Demonstrated ability to represent the organisation to external partners or stakeholders   | E |  |   | ✓ | ✓ |   |
| <b>Personal Attributes</b>  |   |  |   |   |   |   |
| • Personal positive impact  | E |  |   | ✓ | ✓ | ✓ |
| • Enthusiasm  | E |  |   | ✓ | ✓ | ✓ |
| • Self confidence   | E |  |   | ✓ | ✓ |   |
| • Commitment to learners experience   | E |  |   | ✓ | ✓ |   |
| • Flexible  | E |  |   | ✓ | ✓ | ✓ |
| • Open and responsive   | E |  |   | ✓ | ✓ |   |
| • Ability to articulate clearly and objectively   | E |  | ✓ | ✓ | ✓ |   |
| • Cultural sensitivity  | E |  |   | ✓ | ✓ |   |
| • Reliable  | E |  |   |   |   | ✓ |