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##### **Job Description**

**Assistant Director - Enhanced Skills and Employability**

###### Job Title: Assistant Director - Enhanced Skills and Employability

###### Salary: Academic Pay Scale pt. 48 - 50

# Reporting to: Chief of Business Strategy

Base: HRUC – post-holder will work across all campuses at Uxbridge, Harrow and Richmond

# Purpose of the Job

The main areas of focus for the role are:

* Lead on the development of an Enhanced Skills and Employability Strategy that delivers the ‘Industry Immersed’ pillar of HRUC’s learning philosophy.
* Ensure the College’s delivery plans are in line with local and regional needs and take into account the educational landscape.
* Ensuring a high-quality learner experience to the development of skills and employability enhancing progression opportunities for all students.
* Leading a diverse range of teams working across the College as well as resources within the specific areas of responsibility and accountability assigned to the post.

Reporting to the Chief of Business Strategy, the postholder will make a significant contribution, to the development and achievement of the College’s strategic ambitions and targets and mission, vision and values.

Corporate Responsibilities:

* Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college.
* Set, monitor and deliver on key performance indicators across the College, aiming to deliver continuous improvement.
* To inspire and motivate staff, developing and managing team members effectively and enabling them to give of their best.
* To deliver value for money and manage resources effectively and efficiently, ensuring that targets are met.
* To promote the college and develop effective partnerships with employers, sector bodies, schools and the local community, and other representative bodies as appropriate.
* To proactively promote and support the College to fulfil its statutory and corporate responsibilities regarding safeguarding, EDI, data protection and health and safety.

# Duties and Responsibilities

1. Collaborating with senior and executive colleagues and drawing on LMI data, contribute to the College group’s curriculum planning process so they meet regional and local industry needs.
2. To liaise with college leaders and Heads of School (HoS) to design a high quality and innovative curriculum that responds to the skills needs of local and regional employers.
3. Development and delivery of an Enhanced Skills and Employability strategy that provides high quality and meaningful opportunities for students to develop skills to enhance their employment opportunities.
4. Strategically lead on the development of a highly effective work experience model that meets the requirements of Post 16 education.
5. Demonstrate effective leadership through positive collaboration with senior leaders and middle managers in the delivery of the Enhanced Skills and Employability strategy.
6. Work collaboratively with internal and external stakeholders to contribute positively to providing workforce solutions for local and regional industries.
7. In conjunction with the Managing Director for Apprenticeships and Skills deliver an employer engagement strategy which grows sustainable relationships with local and regional employers, supports their business and contributes to local area economic development.
8. Effectively Account Manage strategic employer/business advisory partnerships to deliver on repeat business as relevant to the need.
9. To create and explore new industry opportunities within the existing partnerships as well as seeking new industry opportunities and changes in market demand that adds value to the College.
10. To maintain CRM databases and ensure effective utilisation of its insights and reporting, joining the dots across different systems and reports.
11. To lead on implementation of appropriate management systems to ensure high performance and quality.
12. To forge strong, responsive and productive relationships with key stakeholders including Local Authorities, DfE, GLA, local and regional ERBS and local Chambers of Commerce to optimise the College’s partnership opportunities.
13. To enhance the brand, role and the reputation of the College in its wider community through local networking and lead the planning of stakeholder management.
14. Provide accurate and timely reports for SLT and Governors in line with the business cycle for all areas within scope of the post.
15. To adhere to policies, procedures and values of HRUC.
16. To undertake necessary health and safety responsibilities, duties and training as required by this post.
17. To undertake any necessary data protection duties, responsibilities and training as required by the post.
18. Such other duties as required which are broadly consistent with the general functions and grading of this position.
19. To embody the College’s values, recognising, praising and celebrating where others do the same, and role modelling anti-discriminatory behaviours.

**Other**

1. To promote Equality and Diversity and Safeguarding/Prevent and implement the College’s Equality and Diversity and Safeguarding/Prevent policy -including within HRUC curriculum & quality strategies.
2. To provide a secure and safe learning environment including ensuring the preparation of Risk Assessments within the College and implementation of the College’s Health & Safety Policy.
3. To complete all documents necessary to comply with College policies, e.g. agency booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
4. To carry out any other duties commensurate with the scale and grade of the post.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

 **Assistant Director - Enhanced Skills and Employability**

#### **Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed\* |
| **Qualifications**  |  |  |  |
| Relevant degree and/or professional qualification | **✓** |  | AF, Cert |
| Post graduate / management qualification |  | **✓** | AF, Cert |
| **Relevant Experience** |  |  |  |
| Expertise in curriculum and business planning and sound knowledge of funding streams in the FE Sector | **✓** |  | AF, IV |
| Experience of middle management level in a good or outstanding provider |  | **✓** | AF, IV |
| Knowledge and understanding of technical education |  |  |  |
| Knowledge and understanding of the EIF and particularly enhanced skills inspections enhanced inspection (Skills) agenda | **✓** |  | AF, IV |
| A successful track record of building and nurturing stakeholder relationships, and of continually identifying opportunities to develop a high-performing and responsive service to stakeholders that leads to opportunities for learners | **✓** |  | AF, IV |
| Successful track record of leading teams to develop employability opportunities for students including work experience and industrial placements | **✓** |  | AF, IV |
| Strong political awareness and thorough understanding of the policy landscape | **✓** |  | AF, IV |
| Proven experience of managing cross-college projects within timescales and budget | **✓** |  | AF,IV |
| Proactive, self-motivated, comfortable operating on own initiative but conscious of the need to consult on key decisions | **✓** |  | AF, IV |
| A strong track record of effective change management | **✓** |  | AF, IV |

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| --- | --- | --- | --- |
| **Behaviours & Aptitudes** |  |  |  |
| Inspiring, demonstrable ability to inspire and motivate people to excel, empowering others to exceed their perceived potential | **✓** |  | AF, IV |
| Innovative, seeking continuous improvement and transforming ideas into action for change | **✓** |  | AF, IV |
| Collaborative, working as one team, valuing the contributions of others to achieve shared goals | **✓** |  | AF, IV |
| Caring, taking wellbeing seriously. Listening to, trusting, engaging with and supporting others within and outside of the organisation | **✓** |  | AF, IV |
| Excellent networking skills | **✓** |  | AF, IV |
| Responsible for making things happen and taking responsibility for your own performance | **✓** |  | AF, IV |
| Respectful, welcoming others into our College community. Recognising the impact that your words and actions have on others | **✓** |  | AF, IV |
| Ability to work under pressure and meet deadlines | **✓** |  | IV |
| Good literacy and numeracy skills | **✓** |  | AF, T |
| **Other** |  |  |  |
| A strong commitment to equal opportunities | **✓** |  | IV |
| A commitment to the safeguarding of young people and vulnerable adults and an awareness of the Government’s ‘Prevent’ strategy | **✓** |  | IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked at interview stage and induction