



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Employer / Partnership Development</b>
<b>Salary:</b>	Points 45 to 49 on the Common Pay Scale
<b>Responsible to:</b>	Vice Principal – Curriculum and Quality
<b>Responsible for:</b>	All staff within the curriculum area
<b>Location:</b>	The post holder will normally be based at one campus, but as a term of employment may be required to work at any site from which the College is offering or providing services.
<b>Job Purpose:</b>	<p>Working closely with the Vice Principal – Curriculum and Quality, to provide strategic leadership in growing and developing the College's Work Based Learning (WBL), Distance Learning and Employer Engagement provision in all relevant curriculum areas, ensuring that the College makes optimum use of available funding to deliver outstanding WBL provision and to establish it as an exemplar of good practice within the sector and region</p> <p>To lead on the development of employer links, apprenticeships and commercial work</p> <p>To be responsible for the implementation and monitoring of WBL contracts across all areas of the College to meet the needs of learners, employers and funding agencies</p>

### KEY ACCOUNTABILITIES

#### Strategic Leadership

1. Lead on all partnership activities and be the main point of contact for all external partnership representatives.
2. Prepare and implement a Business Plan for partnership work consistent with the College's 3 year Development Plan in response to market needs and funding priorities and be responsible for monitoring and reporting variations on a termly basis to the Vice Principal – Curriculum and Quality.
3. Responsible for the development, planning and management of the Partner Engagement Strategy for the College.
4. Responsible for the full range of business training development opportunities offering a breadth of curriculum.
5. Manage the administration and sales of the full cost commercial activity.

6. Monitor and review all Partner Development targets
7. Maintain close liaison with all Heads of Faculty to ensure full maximisation of employer responsive provision and ensure appropriate staffing for all courses.
8. To maintain a good awareness of national and local developments in the delivery of WBL and to advise the College senior management on the implications for the service within the College.
9. To ensure that all staff reporting to this role are given the leadership, support, motivation and development to raise their individual and collective capabilities to ensure they perform to the best of their best capabilities in order to deliver outstanding provision and provide exemplary customer service at all times.
10. Work alongside the Marketing Department and Heads of Faculty to ensure a Marketing Plan is developed that addresses the development and delivery of Partner Development products and ensure participation in relevant marketing and promotional events.
11. Identify and develop new markets for Apprenticeships, Commercial and new funding streams.
12. Manage Partnership Development resources within agreed budgets and in accordance with the College's Financial Regulations.
13. Write bids for contracts and projects as directed by the Vice Principal – Curriculum and Quality.
14. Actively promote equality and diversity with staff and embed this in all learning that takes place within the area.

### **Teaching and Learning**

1. Ensure achievement of targets and learner recruitment, retention and achievement to match national benchmarks as a minimum for all partnership areas under responsibility including apprenticeships.
2. Promote flexible delivery models to suit the needs of employers and other customers.
3. Work with the relevant Head of Faculty to ensure that delivery is fully and effectively utilised to maximise success rates for apprentices.
4. To manage the activities of WBL Assessors to ensure learner assessment, achievement, contract compliance and the sharing of good practice across curriculum areas.
5. To develop new and innovative WBL provision, using a wide variety of approaches and ensuring that maximum use is made of the available resources.

## **Quality**

1. Ensure reviews of courses are completed and compile an accurate self- assessment of Partnership Development, recommending action improvements through an appropriate Development Plan.
2. Responsible for Quality within Partnership Development areas particularly in respect of arranging and monitoring learning observations and ensuring high success rates through effective monitoring of student progress.
3. To manage the administration of the WBL activities in accordance with the requirements of funding bodies and to meet the needs of learners and employers.
4. To monitor the implementation of the WBL contracts,providing regular reports to track learners' progress and ensure compliance with funding requirements.

## **General Duties**

1. The post holder will be required to undertake other duties as directed by the Principal (or his/her delegated representative) appropriate to the administration of the College and within the abilities of the post holder.
2. Additional evening and weekend duties will be required from time to time, including during enrolment.
- 3 All duties must be carried out to comply with:
  - Health and Safety at Work Act
  - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements and nationally agreed Codes of Practice which are relevant
4. All duties will be carried out in the working conditions normally inherent in the particular job.

## **Review**

This is a description of the job as it is presently constituted. It is our practice to review all job descriptions regularly and update them where necessary to ensure that they are a true reflection of the job that is being done, or to incorporate changes where they are found to be inaccurate. This procedure is conducted jointly by the manager and the job holder. You will therefore be expected to participate fully in discussions with a view to reaching agreement on any changes felt to be necessary. If agreement is not possible, management reserves the right to insist on changes to your job description in line with your grade/level in the organisation, after consultation with you.

## PERSON SPECIFICATION

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

### QUALIFICATIONS

Highlights the qualifications expected of the jobholder

Criterion	Essential	Desirable
An appropriate degree or professional management qualification or equivalent in a business related or marketing/sales based subject	√	
Relevant Safeguarding qualification or willingness to work towards	√	

### EXPERIENCE AND KNOWLEDGE

Highlights and knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Strong track record in a staff management role with the ability to lead, support and motivate teams, delegating and supervising effectively	√	
Proven experience of successfully delivering change in organisational behaviour across a curriculum area/area of service delivery and evidence of delivering results in a challenging environment	√	
Proven experience of developing and implementing sales/business plans and strategies to successfully deliver funding targets and income generation, preferably within a training/education setting	√	
Experience of managing the customer journey and developing a customer focused culture	√	
Experience of building effective employer/client relationships and account management systems	√	
Proven track record of achievement in developing and delivering outstanding and innovative WBL provision	√	
Proven experience of identifying gaps and opportunities and developing cost effective new business products to launch to the market	√	
Experience and understanding of building a brand within a business context, working with a marketing function to generate enquiries from employer clients, using a variety of business communication modes	√	
Experience of setting and monitoring service objectives, analysing provision, identifying gaps and acting accordingly	√	
Experience of analysing complex issues, drafting reports and policy documents and managing projects	√	

Experience of managing and developing apprenticeship programmes. Ensuring the achievement of timely success and alternative methods of delivery meeting employer needs	√	
Proven experience of identifying non mainstream funding opportunities and successful bid writing associated with such funding	√	
Experience of successful programme management and operation	√	
Experience in the development and preparation of business plans	√	

## SKILLS AND ABILITIES

Specific personal skills and abilities required of the jobholder

Criterion	Essential	Desirable
A well-developed understanding of UPLA, SFA and HEFC funding and full cost recovery to ensure profitability	√	
The ability to work flexibly under pressure and to organise and prioritise workloads to ensure deadlines are met	√	
Proactive and positive attitude to new challenges	√	
Ability to work independently and to manage others with an inclusive approach, linking departments to achieve excellence	√	
Proven excellent communication skills with the ability to develop and maintain effective professional relationships including establishing multi-agency relationships	√	
The ability to manage, analyse, interpret and present complex data	√	