

## Loughborough College Job Description

### 1. Job Details

Job Title:	<b>Director of Transformation, Strategy and Development</b>
Reporting To:	Chief Executive
Department:	Executive
Annual Salary (FTE):	£90,000 per annum
Date:	July 2018

### 2. Job Purpose

The purpose of this role is to:

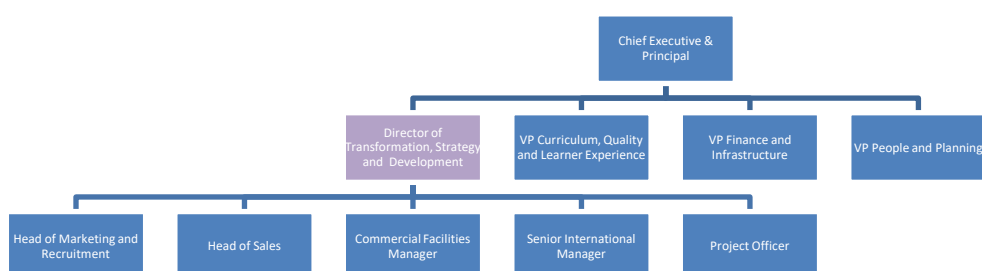
- Assist the Chief Executive in the formulation and implementation of the college's overall strategy and direction and establish the framework within which the college can deliver the Vision, Mission, and core objectives.
- Lead the design and delivery of a programme of change and continuous improvement to increase efficiency and enhance outcomes.
- Lead the marketing, business development, International and commercial activities and provide an exceptional experience throughout the customer journey.

### 3. Dimensions

**Direct reports:** 5. Total college headcount c.725

**Budget:** Total college budget £32m

### 4. Organisation chart



## **5. Key Responsibilities**

### **Strategy**

- Support the Chief Executive and the Executive team to develop, communicate, execute and sustain the college's strategy and supporting strategic initiatives.
- Review the market intelligence and competitiveness assessment and utilise the intelligence gained to benchmark against best-in-class competitors and the market in terms of strategy, business model, offer, and organisation so that strategic discussions at executive level are evidence based.
- Formulate the development of annual corporate plans by:
  - defining the strategy and performance management framework;
  - determining the resources required to ensure the strategic plans and options are implemented in order to achieve the long-term vision.
- Work as part of the Executive team to shape and manage the strategy of the college as it develops and responds to the changing demands and future challenges in the Further Education sector.

### **Transformation**

- Lead the planning, delivery and reporting of a programme of strategic projects and initiatives, (using best practice methodology) to equip the college with the necessary capacity and capability to deliver the Vision, Mission and core objectives.
- Lead and facilitate the continuous improvement of systems, processes, and practices within the college while considering best practice, changes in standards, and any changes in the college environment which demand proactive action plans

### **Development**

- Contribute proactively towards the annual business planning process by advising and collaborating with Business/ Functional heads to set consistent and measurable departmental goals, performance metrics, and delivery.
- Lead, manage and develop the strategic direction of commercial activity (including Apprenticeships) in the college.
- Champion and deliver an exceptional customer experience from initial contact through to recruitment and delivery.
- Lead and develop the teams responsible for the delivery of commercial International and project activity.
- To lead the development of business development and commercial activities in alignment with the college's corporate objectives and business plan including the development and growth of apprenticeships.

### **General**

- Support the development of excellent of teaching, learning and assessment across the college. Ensure a culture of responsiveness, best practice and innovation to ensure learner and other stakeholder needs are being met.
- Champion the learner experience ensuring first class recruitment processes.
- Ensure appropriate budget management and control – providing value for money.
- Provide effective leadership, management, appraisal and professional development of reporting managers.
- To provide regular reports and robust advice to Executive team members and to the Board as required.
- Deputise for the Principal/Chief Executive as required.
- Any other duties appropriate to this level of post as required.

## 6. Key Result Areas

Indicative results areas:

- Review and refresh of existing college strategy
- Delivery of successful change initiatives
- Commercial income growth
- Learner success rates
- Learner progression
- Audit/inspection outcomes
- Budget achievement
- Staff engagement

## 7. Key Working Relationships

**Internal:** Chief Executive and Executive Team, all departments and staff, Loughborough College Corporation

**External:** Funding providers; other colleges, schools, and university partners; Association of Colleges (AoC), Local Authority, business community

## 8. Scope for Impact

**Areas of responsibility:** Strategic Planning, Transformation and Change Management, Marketing and Communication, Commercial including Sales, The Leicestershire College (TLC) and Radmoor Centre

## 9. Competency profile

The following profile is a description of the required competencies of the role:

### Leadership 3

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Makes high quality finance and resourcing decisions which add value and focus on the financial sustainability of the College. Manages a team which consistently improves College profitably and/or sustainability; uses business data to forecast and monitor. Realises the potential of individuals, teams and the College by creating a high performance culture and continuous improvement.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Creates an environment for challenge, change and renewal to secure the sustainability of the College and its work. Creates a culture which values innovation and continuous improvement. Drives the strategic direction of the College and creates a clear vision. You have exceptional levels of insight into evolving societal, cultural and business requirements and their strategic impact on the College and communicates as relevant.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Creates a problem-solving culture, where every person feels motivated to solve every day and longer term problems. Makes high-quality decisions which secure the future of the College and its work; creates a culture of appropriate risk taking. Leads multiple and large scale projects, consistently delivering high quality, on time and to budget. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies. Uses understanding of current and future needs of customers to help shape the future strategy of the College.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Inspirational communication which engages and creates impact; handles media; confident under pressure. Inspires people to reach great heights of performance and success through leadership. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Demonstrates leadership; promotes and enables collaborative working; creates strategic partnerships. Leads one of more departments Communicates with accuracy; enables mutual understanding; confident presenter. You identify and review with stakeholders the requirements for communication tools and processes.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Credibly represents the College's strategic direction by demonstrating a superior knowledge of the College and subject area. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic. Creates a culture which values diversity and prioritises equality and inclusion. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic.

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	A degree (or equivalent level professional qualification)	•		Application
2.	Evidence of relevant continuous professional development	•		Application
3.	Higher management or other professional qualification		•	Application
4.	Professional Programme/Change management qualification or equivalent	•		Application
EXPERIENCE				
5.	A successful track record of leading and managing change at a senior level in an organisation	•		Application
6.	Proven track record in business development and delivering results	•		Application Interview
7.	Managing and being accountable for a substantial staff and resource base	•		Application Interview
8.	Successfully building, leading and inspiring teams and individuals	•		Interview
9.	Proven experience in delivering outstanding customer experiences	•		Interview
10.	Demonstrable experience in managing large programmes or portfolios of projects, and dealing with senior stakeholders	•		Application Interview
SKILLS AND KNOWLEDGE				
11.	Excellent knowledge of the education sector (FE and HE sectors in particular) and the wider educational issues and policy that would impact on the development of the college		•	Application Interview
12.	Knowledge of teaching, learning and assessment		•	Interview
13.	Knowledge of the external funding, investment and collaboration landscape and how to facilitate successful collaborative initiatives		•	Application Interview
14.	High levels of Literacy, Numeracy and IT skills and the ability to apply them effectively	•		Interview
15.	Strong leadership skills with the gravitas to effectively represent and direct the programme and explain its purpose, the ability to influence a diverse stakeholder base - comfortable handling objections and negotiating a way forward.	•		Interview
16.	Strategic thinker with the ability to understand complex concepts and translate them into pragmatic workable programme deliverables	•		Interview
17.	Comfortable with ambiguity and leading others through a changing programme landscape with shifting priorities, while maintaining a clear focus on priority issues	•		Interview
18.	First class relationship building skills with the ability to broker relationships with stakeholders within and outside the programme	•		Application Interview

LEADERSHIP & MANAGEMENT				
19.	Able to work effectively as a member of a senior team	•		Interview
20.	Able to plan and organise to meet deadlines and targets	•		Interview
21.	Challenges traditional ways of working and encourages innovation, creativity and entrepreneurship	•		Application Interview
22.	Has high and consistent performance expectations	•		Interview
23.	Commitment to excellence and continuous improvement throughout the college	•		Interview
24.	Ability to build productive relationships across a wide network	•		Application Interview
25.	Strong management skills. Able to motivate, develop, coach and inspire a diverse team to deliver	•		Interview
Other				
26.	Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults	•		Interview
27.	Ability to recognise inequality in its many forms and apply appropriate practices and procedures	•		Interview
28.	Ability to work flexibly, and be prepared to travel regionally, nationally and Internationally in line with the needs of the business	•		Interview
29.	Resilient personality with energy and determination	•		Interview
30.	Excellent communication skills with the ability to interact with, motivate, influence and challenge a wide range of internal and external stakeholders	•		Interview

#### Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the college.
3. This job description and person specification was prepared in **July 2018** and may be amended in light of changing circumstances following discussion with the post holder.

#### Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	