**DIRECTOR OF OPERATIONS**

**INTRODUCTORY INFORMATION FOR CANDIDATES**

Greater Peterborough UTC is a new College based on central Peterborough which opened in September 2016. 280 students have chosen to join the College at either the beginning of KS4 or KS5 to focus their education on academic, technical and practical programmes that revolve around the twin specialisms of Engineering and the Built Environment. The UTC is programmed to grow to 400 students in the next 18 months. In the last two years the UTC staff team has grown from its set-up team of 3 to 40 and is programmed to grow to 400 students in the next 18 months.

**THE ROLE**

The Director of Operations will be responsible to the Principal/Chief Executive for the day to day management of the College’s operations, including catering, transport, facilities, communications and compliance. In the first instance this is a contract for 18 months to establish key processes and operations in a crucial period of the UTC establishing itself as a self-sustaining organisation. You will be a member of the UTC’s Leadership Team for the duration of the contract.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Managing the College’s Central Administration Team
	* Manage all activities covered by the Administration Team incl. Reception and Student Information
	* Strive to continually improve working practices and ensure employees are motivated and trained.
	* Overview of all ID card-based operations: ID, entry, photocopying, ParentPay
2. Compliance in all Operational, Data and Health and Safety areas
	* Health and Safety: responsible for operating safe systems in all areas of responsibility.
	* Member of UTC Health and Safety Committee
	* Leading the Data Protection group
	* Ensuring regulatory compliance in all areas of responsibility.
	* Support communication and promote awareness across the College’s population of staff and pupils to deliver cultural and behavioural change.
3. Managing External Contracts: Facilities and Service providers

Overseeing the appointment and activity of support services

* + Facilities Support and Maintenance contracts
	+ Cleaning and Catering provision
	+ Security and Caretaking services
	+ Support and enable the drive to improve our environmental performance across all activities.
	+ Ensuring GPUTC exemplifies best practice.
1. Managing the College’s Internal & Stakeholder Communications
	* Managing the College Calendar
	* Developing and overseeing the delivery of communication plans for
		1. staff and students
		2. parents and employer partners
	* Overseeing the Delivery of Marketing activities
2. Other
	* Supporting the Governors’ Resources and Finance Committee
	* Leading and Participating in relevant professional development activities.
	* Leading key Health & Safety areas such as Educational Visits and Fire Safety.
	* Undertake other such duties as the CEO requires from time to time.
	* Monitor legislation changes, best practice etc through professional publications and implement at GPUTC where appropriate.

**Job Skills**

The following skills are essential to the role of Director of Operations;

* Leadership and Organisation - exceptional leadership and management skills with the ability to build teams, connect with staff at all levels on an individual and group level. Strong commitment to developing people, with the ability to nurture and enforce accountability, develop and empower managers, and create a high performing team with the flexibility to meet current and future needs;
* Results oriented - with a proven track record in delivering on targets and with a strong bottom-line orientation; ability to establish priorities to meet budget realities;
* Sound decision-maker - who can show evidence of keen analytical skills, alongside wisdom and sound judgement;
* High-level business acumen - able to be business-oriented within an environment with a strong educational purpose;
* Strategic vision and agility - ability to think strategically, look at future trends and provide analytical support to decision-making;
* Change management - track record which demonstrates the ability to lead and develop a culture of continuous change to meet the demands of a highly competitive business which needs to review its performance continuously to meet the challenges of developing a successful new College
* Action oriented - energetic, someone who seeks out new challenges and opportunities; prepared to commit what it takes to achieve objectives, entering into the life of the UTC; not afraid to take the initiative and prepared to overcome resistance and to be unpopular when the requirements of the job demand;
* Empathy - totally committed to the core purpose of the UTC and to embrace and promote its culture of specialist education, preparation for work and engagement with employers.

**Person Specification**

* Transferable experience within a relevant commercial operation or educational organisation;
* Excellent communication skills, both written and oral;
* The ability to relate well to students, parents, staff, visitors, suppliers, contractors and all members of the College community
* Excellent IT skills including a working knowledge of IT programmes including Excel

**Terms and Conditions**

Salary: £40,000 pa + performance-related bonus

Contract: 18 months in the first instance

Pension: Membership of the Local Government Pension Scheme

Holiday: 5 weeks annual holiday plus public holidays

**Applications**

Enquiries about the role should be addressed to Steve Warburton, Principal s.warburton@gputc.com

Applications should be addressed to Mr P Brown, GPUTC Chair of Governors, Anglian Water, Lancaster House, Lancaster Way, Huntingdon, PE29 6XU or sent via e.spain@gputc.com

*GPUTC is committed to safeguarding and promoting the welfare of children and young people. The offer of employment will be subject to satisfactory references, and a successful enhanced DBS check.*