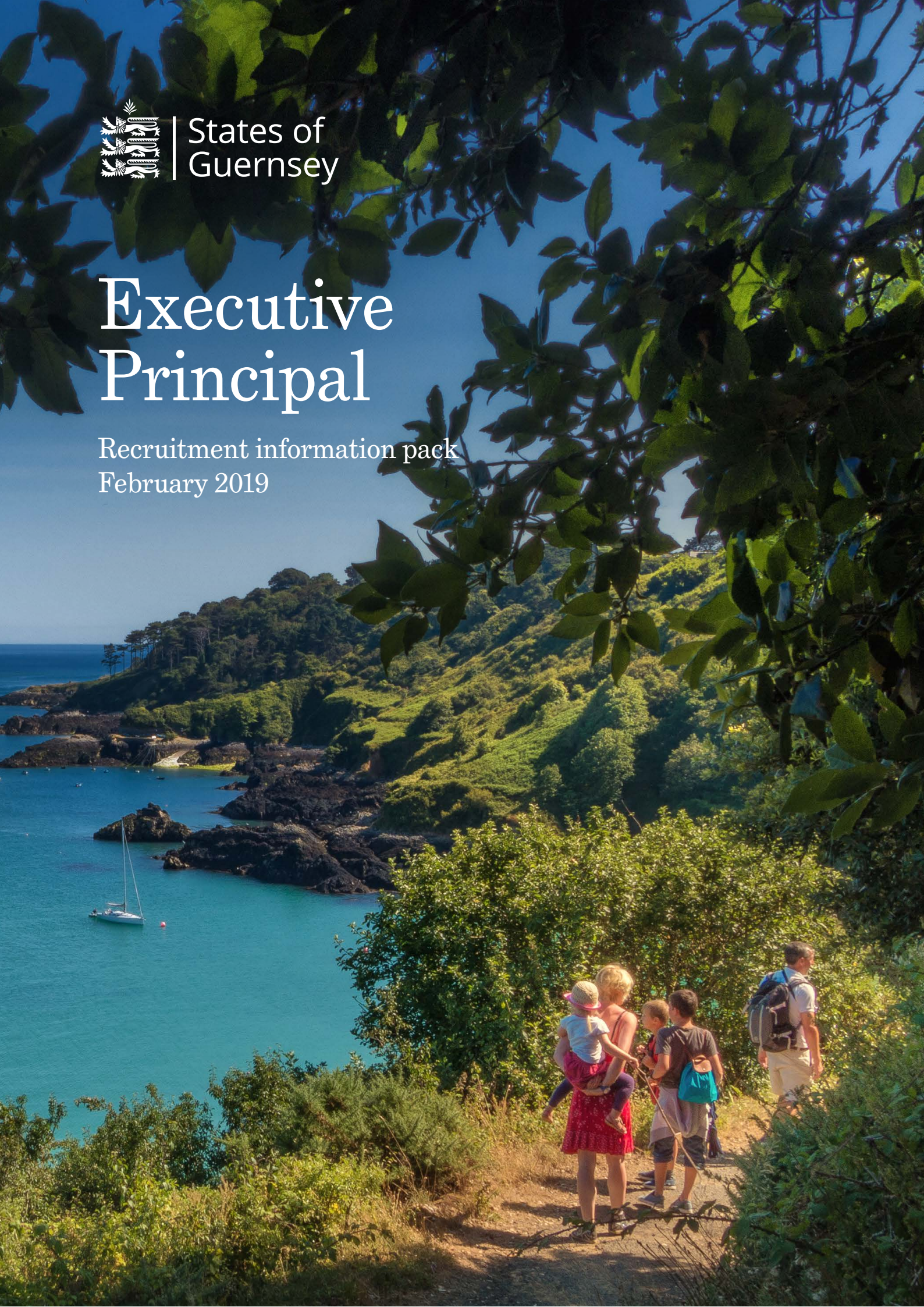




States of
Guernsey

Executive Principal

Recruitment information pack
February 2019



An aerial photograph of the Channel Islands, showing the green, forested land of the islands against the deep blue water of the English Channel. The UK is visible to the north and west, and France to the south and east. The islands of Alderney, Herm, Guernsey, and Sark are clearly visible in the center of the channel.

UK

INTRODUCTION

This recruitment pack provides essential information regarding an exciting opportunity to create and lead Guernsey's new integrated provider of further and higher education, the Guernsey Institute. We are looking for a dynamic Executive Principal with the skills to lead a significant period of transformation and change in the Bailiwick's educational landscape.

ALDERNEY | —————>

HERM | —————↓

GUERNSEY | —————>

SARK | —————↑

FRANCE

WELCOME

Thank you for your interest in this important opportunity to take a leading role in the islands' education system as Executive Principal of the new further and higher education institution, The Guernsey Institute.

This is a new role arising from significant transformation of the further and higher education agenda, aligned to the Committee *for* Education, Sport & Culture's framework for FE/HE in Guernsey.

The successful post holder will oversee the integration of the three current organisations (the College of Further Education, the Institute of Health and Social Care Studies and the GTA University Centre), enabling the introduction of a new operating model for further and higher education provision and, ultimately, a new structure of governance and accountability.

The vision of the Committee *for* Education, Sport & Culture is to create a new FE/HE organisation which will enable all young people to achieve their potential and provide the very best educational experience. The role demands an inspirational and visionary leader who has excellent communication skills and who can forge strong relationships with other leaders across the organisation, with staff and with learners, to drive forward our agenda for change.

As you consider making an application to join us, I hope that you find this pack helpful and that it provides enough information about our ambitious plans. Please do visit our website www.gov.gg/education where you can find more information about our education system in the Bailiwick.

If you feel that your skills and experience can support our goals, I look forward to hearing from you. If you would like a confidential discussion about the role, please get in touch. My contact details are below.

Colette Falla

Chief Secretary
Office of the Committee *for* Education,
Sport & Culture

Tel: +44 (0)1481 733012

Email: Colette.Falla@gov.gg

A TIME FOR CHANGE

The States of Guernsey is embarking on an exciting journey to restructure Further and Higher Education (FE/HE) in the Bailiwick of Guernsey.

Currently there are approximately 200 FTE staff working across the three FE/HE institutions, overseeing the delivery of education to approximately 2500 full and part-time students with additional CPD delegates of approximately 3000 per annum. The Executive Principal will be required to lead on the establishment of the new institution, The Guernsey Institute, and to support the development of the new governance structure. In the future there will be substantial devolution of governance and leadership from the C/ESC and its office to the integrated Guernsey Institute. In addition there is an aim to move the Institute towards independent University College status.

This appointment is of critical importance to our extensive agenda of reform, and the appointee will manage, oversee and direct all aspects of the transition, ultimately taking strategic and operational responsibility for the new institution itself.



ABOUT THE ROLE

We are looking for a driven and experienced educational leader with consistently high expectations for standards of education and has a proven track record of delivering complex organisational change in an educational context.

The Executive Principal will be responsible for the strategic leadership, direction and development of The Guernsey Institute, in support of the Committee's vision for excellence and opportunity in education.

The Executive Principal will be an outstanding leader, initially accountable to the CfESC and the Chief Secretary and will work closely with the President and Committee members, the Director of Education, and a Board of Governors of the new institution.

Responsible initially to the Chief Secretary and then, when appointed, the Governing Body, with professional links to the Director of Education, the Executive Principal will be responsible for the strategic leadership, management and outcomes for the new institution ensuring the long-term

success of each campus by building leadership capacity and maximising potential. A significant challenge of this role will be to manage the transition of staff and students whilst ensuring that the highest educational outcomes and standards are maintained during this time.

The post holder will also play a key role in shaping the new governance arrangements for the Institute, including the establishment of a governing body and will also have a number of direct reports responsible for delivering Higher and Further Education. The post holder will be expected to lead the new institution with overall accountability for its performance and the transition to devolved governance and leadership.

The successful applicant will need to be an outstanding ambassador for the The Guernsey Institute at all times, ensuring the organisation's reputation is safeguarded and its interests are represented. As Executive Principal, the post holder will be expected to keep the Committee, Chief Secretary and Board informed of significant developments in the education sector and any likely impact on the institution.



PAY AND BENEFITS

Salary

Senior Officer Grade 8
£95,633 - £107,832

Pension

The States of Guernsey has a compulsory Public Servants' Pension Scheme and you will join our Career Average Revalued Earnings (CARE) scheme, which is a Defined Benefits arrangement.

You will make contributions of 7.5% of your salary and these will be added to those made by the States of Guernsey. An earnings 'cap' is in place within the CARE scheme, currently set at £90,074, and all contributions made above that cap will be invested in a Defined Contributions arrangement.

You are able to transfer pensions, from previous employment or private arrangements, into our scheme and full details of the transfer options can be made available to the successful applicant.

Relocation

You can find out more about living and working in Guernsey by visiting locateguernsey.com.

Terms & conditions

The postholder will work to the terms and conditions of established staff, States of Guernsey.

Annual Leave

Up to 30 days per year

Benefits

The States of Guernsey offers a generous relocation package for successful applicants who are required to move their place of residence as a consequence of taking up post.

APPLICATION PROCESS

Closing date for applications

Midday, Monday 25 February 2019

Interviews

Week commencing Monday 11 March 2019

Appointment Starts

As soon as possible.

If you wish to apply for this position, please complete the online application form which is available from the States of Guernsey website: www.gov.gg/careers. In addition to a CV, you should also submit supporting evidence detailing how you meet the key criteria for this role.

Shortlisted candidates will be invited for interview, which will take place in Guernsey over two days, week commencing Monday 11 March 2019

CONTACT DETAILS

We would encourage prospective applicants to have a confidential and informal discussion about the role prior to making an application. Please contact Colette Falla, Chief Secretary to the Committee for Education Sport & Culture for further information using the contact details below.

Tel: +44 (0)1481 733012

Email: Colette.Falla@gov.gg

Committee for Education, Sport & Culture
States of Guernsey
Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH



Executive Principal Job Description

Job Summary

As the Executive Principal of Guernsey's new further and higher education (FE/HE) institution, the post holder will work with the Committee for Education, Sport and Culture (C/ESC) and Chief Secretary to implement significant transformation of the FE/HE agenda, aligned to the C/ESC's framework for Post 16 Education in Guernsey. This will include the integration of three current organisations (the College of Further Education, the Institute of Health and Social Care Studies and the Guernsey Training Agency), enabling the introduction of a new operating model for FE/HE provision and ultimately a new structure of governance and accountability.

Relationships

As a senior leader within the States of Guernsey, the Executive Principal will initially be accountable to the C/ESC and the Chief Secretary and will work closely with the President and Committee members, the Director of Education, and a Board of Governors of the new institution. The Executive Principal will be accountable to the C/ESC for the strategic leadership, direction and development of the new FE/HE institution. As a senior academic with proven business acumen, the Executive Principal will be expected to lead on the establishment of the new institution and new governance structure, ultimately moving the institution to independent University College status. At this juncture, the Executive

Principal role will change to become a Chief Executive role. The post holder will have a number of direct reports responsible for delivering Higher and Further Education and be expected to lead the FE/HE institution, with overall accountability for its performance. The post holder will need to be an outstanding ambassador for the institution at all times, ensuring the organisation's reputation is safeguarded and its interests are represented. As Executive Principal, the post holder will be expected to keep the Committee, Chief Secretary and Board informed of significant developments in the education sector and any likely impact on the institution.

Main duties and responsibilities

Strategic leadership

Be accountable to the C/ESC to develop the vision and strategy for the new institution further, taking the new entity forward to achieve excellence in all areas of provision.

Provide strategic and operational advice to the C/ESC on all matters relating to FE and HE, including but not limited to: best practice and innovation in curriculum matters; educational philosophy; and regulatory requirements.

Be accountable for the successful integration of the existing Post 16 providers of FE and HE, in line with the States of Guernsey strategic plan,

regulatory requirements and agreed timeline. The new institution will have a headcount of circa 200 FTE, and a student group which consists of full time and part-time participants (circa 5,000 per annum) with additional CPD delegates circa 4,500 per annum.

Work closely with the CfESC, Chief Secretary, and Board to determine the aims and objectives for the new institution, implementing Committee and Board decisions, and ensuring performance and assurance frameworks report back on all key matters that could impact on the institution's reputation, governance arrangements and strategic aims.

Be accountable for the strategic leadership of the institution, developing the vision, mission, strategic and operational objectives, and embedding these changes in a suite of policies and plans, which will be monitored.

Represent the FE/HE agenda in the reform and update of the Guernsey Education Law.

Ensure that strategic and operational plans are designed to secure the future viability, growth and development of the institution, and that the new vision meets the requirements of existing and future students, and all other stakeholders.

Provide vision and leadership to ensure the institution has a constant focus on widening access to the highest quality teaching, learning and skills development, in line with the Policy and Resource plan, thus meeting the needs of students, employers, partners and stakeholders.

Build strategic relationships and alliances, enhancing partnerships and stakeholder working to raise the profile of the institution, and enhance its reputation as the provider of choice.

Position the institution strategically to be a leader in the digital age and at the forefront of technological innovation in teaching and learning, developing a digitally skilled workforce and digitally skilled Islanders.

Commercial enterprise

Provide executive level input to the CfESC and Board to ensure the remit of the institution meets the major sector requirements of the Island, and that the institution's offering is contemporary, reputationally strong, and cost effective.

Be accountable for providing strong commercial acumen, and sound financial management of the institution, ensuring financial security, integrity and overall sustainability of the institution.

Successfully manage an annual budget of circa 10 million, driving the development of the business of the institution, including identifying and taking advantage of appropriate opportunities to increase and diversify income streams to support the institution's vision and strategies.

Engage at strategic level with key stakeholders relating to the HE and FE curriculum offer on Island, seeking opportunities to improve the curriculum offer to reflect current and future workforce requirements.

Review the current HE partnership arrangements with UK Universities, identifying opportunities to improve and broaden the HE provision on Island, strengthen links to research and development and achieve value for money.

Make recommendation as to how the institution's offer could be extended beyond Island provision; for example, research and development opportunities and digital learning opportunities.

Introduce a continuous improvement drive which enables the institution to perform at the highest level, being recognised for excellence and integrity by employers, stakeholders, and the wider community and to consider this from a local, national and international perspective.

Operational accountability

Provide strong and participative leadership in all aspects of corporate management, providing a well-equipped workforce and resources to deliver all aspects of the institution's activity.

Lead and develop a senior leadership team to implement the strategic and operational direction of the new organisation, working towards University College status and a more independent entity.

Lead on the Estates and Facilities plan which reflects the establishment of the new institution, meets key requirements for the learning environment, and informs plans for a purpose-built campus. In doing so, make recommendations for immediate changes to the existing estate.

Develop and improve the institution infrastructure to ensure the provision of high quality accommodation and facilities, systems and processes to support the work of the institution.

Create a Workforce Plan for the institution enabling delivery on all areas of institution activity. Appoint a senior leadership team with the operational responsibility for the provision of high quality HE and FE programmes, from Foundation to Masters level. The Workforce Plan should develop the talent, skills and potential of all staff, promote engagement, and reflect a clear succession plan. Development of the workforce over a 3-5 year rolling plan should take account of the Curriculum Delivery Plan, and the achievement of strategic and operational objectives. It should also reflect the requirements of the institution as it moves towards a more independent status.

Ensure that performance management and staff development are explicitly represented in the Workforce Plan, forming a key component of it.

Develop a Curriculum Delivery Plan, which reflects the integrated institution – ensure (via meaningful consultation) that it is fit for purpose,

of high quality, financially viable and meets the changing needs of students, employers and other relevant organisations. Be responsible for ensuring the Curriculum offer is outstanding, responsive and vibrant linking to local, regional, national and international priorities.

Role model and foster a culture where positive attitudes and exemplary behaviours align with the values of openness, honesty and respect, inspiring staff and students to thrive in an inclusive environment.

Work collegially with the Director of Education to fulfil all legal, statutory and regulatory requirements, including health and safety; safeguarding; disability and inclusion; and risk management.

Ensure the best Equality and Diversity practice and highest ethical standards in the conduct of the institution and in all institution policies and procedures.

Quality assurance - teaching, learning and assessment

Lead the institution in the delivery of the highest standards of teaching, learning and assessment to meet the needs and aspirations of students, partners and the wider community in line with the States of Guernsey strategic direction.

Drive performance improvement to achieve external recognition of excellence in teaching and learning e.g. Teaching Excellence Framework, and University College Status.

Ensure continuity of successful validation and quality assurance monitoring from UK Universities and regulatory bodies.

Promote an entrepreneurial dynamic culture for staff enabling them to innovate and influence initiatives and policies.

Ensure that students have an active voice, and that they are proactive participants in their learning. Ensure student feedback is used

effectively to support quality improvement and enhancement.

Lead the development, implementation and monitoring of all key performance indicators relating to the quality assurance for the institution's provision.

Ensure that institution -wide system of performance review and staff development operate effectively and nurture a culture of continuous professional development and self-improvement.

Embed a Self-Evaluation Process that meets the requirements of the integrated provision, which can be used to drive self-improvement.

Community engagement

Develop community relationships across the Island, with neighbouring Islands and beyond, establishing the institution as a critical asset and embedding its position appropriately and visibly.

Represent the interests of the institution with major stakeholders, employers, the local community, the media, professional bodies, the States of Guernsey, agencies, and the major national education bodies.

Seek out and develop prospective mutually beneficial links with industry, the States of Guernsey and across the Bailiwick, nationally and internationally.

KEY CRITERIA

Essential

1. First degree and Masters degree in relevant subjects.
2. Recognised Teaching Qualification (FE & HE).
3. Business qualification (e.g. MBA).

4. Proven track record as a successful leader of a Post 16 institution (or commercial organisation) which shares similar values to the new institution .
5. Evidence of devising and delivering strategic ambition in the pursuit of excellence.
6. Proven track record in commercial acumen resulting in growth and sustainability.
7. A detailed understanding of the policy context for HE and FE, with a firm grasp of key issues and accountabilities.
8. High-level application of knowledge relating to adult learning theory, curriculum design and implementation, and use of evidence-based practice.
9. Experience of meeting regulatory and inspection frameworks, accreditation and validation processes in the HE and/or FE setting.
10. Excellent interpersonal and communication skills, which have resulted in successfully leading change and achieving planned outcomes, by engaging a wide range of stakeholders

Desirable

11. Doctorate in a related field

Key Competencies

The post holder will be expected to demonstrate Level 6 competencies. For more information go to competency.gov.gg

