



# The College Merthyr Tydfil Y Coleg Merthyr Tudful



## College Principal and Chief Executive

The College Merthyr Tydfil is part of the University of South Wales Group.

# College Principal and Chief Executive

Salary: Competitive (plus excellent benefits)

The College Merthyr Tydfil is seeking to appoint a new Principal to continue its journey of excellence following a number of years of unprecedented growth and success. Shortlisted for UK College of the Year in 2017, and with improving results in its tertiary and FE provision, The College Merthyr Tydfil is punching well above its weight.

The new Principal will be a strategic forward-thinker, demonstrating outstanding leadership skills that will galvanise the people who make CMT what it is. Whilst knowledge of the FE and education sectors is expected, preferably including that of the arrangements in Wales, we are more interested in a highly credible leader who possesses the ability to exert influence at the highest levels with a range of partners and stakeholders, champion the College's contribution to the economic and social well-being of its region, and drive innovation and development with passion and pace.

## The appointment process and how to apply:

The post will be appointed by a Search Committee, consisting of members from the College's Board of Directors.

Applications are via CV and detailed covering letter. These should be emailed to: [HRAdministration@southwales.ac.uk](mailto:HRAdministration@southwales.ac.uk), to be received no later than 11.59pm on 1 February 2018.

Initial interviews (via Skype) will take place between 12 – 23 February.

Face-to-face interviews and activities will be held on 13 and 14 March.

An offer will be made on, or shortly after 19 March.





# The College Merthyr Tydfil

The College Merthyr Tydfil is a state of the art tertiary college delivering post-16 education and training from A levels and vocational courses through to university-level and professional qualifications, including Foundation Degrees, AAT and PGCE. College accommodation includes the main College campus and additional space leased in the Redhouse, the Specialist Creative Industries Centre (former Merthyr Town Hall).

The College has approximately 2,800 students and employs just over 300 staff. The College has achieved unprecedented success over the last few years, recruiting above target, raising participation levels in education and contributing to a substantial decrease in the number of 16 year old NEETS in Merthyr Tydfil.

The College has developed an excellent reputation, both locally and regionally, with teachers, learners, parents and employers demonstrating a significant level of trust in the College and a desire to want to engage with and be part of the College. The College is increasingly being seen as the vocational and A level centre of choice for learners from Brecon, Rhymney, Rhondda Cynon Taf and Merthyr Tydfil.

Through its partnership work with local schools and the development of a range of innovative transition projects and activities, the College has also increased participation in STEM related subjects with over 200 local learners opting to choose a range of science, technology, engineering and mathematics programmes each year.

The College's relationship with local employers has gone from strength to strength, with new joint programmes established, including an engineering apprenticeship programme with General Dynamics. New for 2018, the College is working with the Royal Academy of Engineering to take forward a Welsh Valleys



Engineering Project designed to embed sustainable, systemic change in engineering education in South Wales and to encourage greater numbers of young people in the region to study STEM subjects and equip them for possible careers as engineers and technicians. A key part of the role of the Principal will be to support this new project and encourage and facilitate collaboration with both local schools and employers.

The College's teaching and learning are strong and the success rates for main qualifications have improved by 4% over the last few years. The College has also achieved an A level A\*-E pass rate of 100% for



the last two consecutive years. Much of this success has been built not only on the senior management's drive for improved quality, but also on the hard work, enthusiasm, passion and teamwork of College staff. Staff look to the Principal to provide inspirational leadership and to play a significant role in ensuring that the College continues to embrace the external challenges in a positive and responsive manner, whilst providing the best possible service and experience to learners, teachers, parents, employers and the local community as a whole.

In 2016 the College teamed up with OLEVI to become the first college in Wales to have staff trained in its Outstanding Teacher Programme. This programme has gone from strength to strength and the College is now the only FE College in the UK to be an accredited OLEVI hub for delivery of the Outstanding Teacher Programme. More recently, the College has partnered with Central South Consortium to offer the OLEVI training to secondary and primary school teachers from across Merthyr Tydfil and Rhondda Cynon Taf. It is anticipated that there will be the opportunity for the College to lead the further development of this programme during 2018-2019.

External recognition is really important for the College – it not only reinforces good practice, but also inspires the College to move to the next level. Over the last few years the College has been pleased to see its efforts and successes recognised and rewarded through a number of external accolades and prizes. Despite these many achievements, senior management and staff recognise that the College has to continue developing to serve the needs of the learners and communities it serves. The Principal will enable the College to listen, learn, reflect and adjust to the needs of its communities and key stakeholders, such that it continues to improve performance, meet learner and employer expectations and ultimately fully achieve its vision to:

**'Be the college of choice for learners, employers, organisations and communities across south east Wales'**







# The Role

The Principal has overall responsibility for all strategic, academic, resource, organisational and financial matters across the College.

The Principal will ensure that The College Merthyr Tydfil maintains and develops its reputation, positioning and profile as a high quality further education institution.

## Management Structure

The Principal is supported by a senior management team of Deputy Principal, Vice Principal Resources and Vice Principal Academic. Heads of subject divisions complete the leadership provision for all academic areas, whilst an experienced professional team provides leadership in areas such as Student Records, Finance, Marketing and Admissions, Estates and Infrastructure, Learner Welfare, Learning Zone, Externally Funded Projects, and the College Nursery. The Principal has an Executive Assistant who provides both PA and Senior Administrative support. HR services and support are procured via a Service Level Agreement with the University of South Wales.

## Governance Structure

The College Merthyr Tydfil is a subsidiary company of the University of South Wales. Both organisations are separate legal entities, each a separate Charity with its own Board of Governors/Directors. The Principal of the College is accountable to the Board of Directors of The College Merthyr Tydfil and the Chair of the Board of the College, and also reports to the University's Vice Chancellor, Professor Julie Lydon OBE, in the Vice Chancellor's capacity as a Board Director of The College Merthyr Tydfil. The College's university-level foundation degrees are all validated programmes of the University of South Wales.

# Job description

## Principal and Chief Executive of The College Merthyr Tydfil

**Salary:** As determined by the University and Board of Directors

**Conditions:** CMT Management Contract of Employment

**Responsible to:** Vice Chancellor (USW) and the Board of the College

**Responsible for:** Senior Executive Team: Deputy Principal and Vice Principals

### Main purpose of job:

This role has six key elements

1. Strategic Planning
2. Leading Learning and Teaching
3. Employing, Leading and Developing People
4. Managing Operations, Finance and Resources
5. Exercising Accountability and Responsibility and Managing Risk
6. Working with and influencing Partners, Employers and Networks

### Key areas of responsibility:

#### Overarching:

- To lead the Senior Management Team, contributing to the strategic leadership management and development of College.
- To act as the Accounting Officer and head up the executive team in each area.
- To undertake any other duties consistent with the key responsibilities and duties of the post.

#### 1. Strategic planning

- Manages a sustainable and responsive operation which provides good value for money and delivers consistent high quality.
- Interprets and responds to Government policy for compulsory, Further and Higher Education and to national, regional and local priorities.
- Works with the College Board; University of South Wales; and other key stakeholders to set the direction of the College, create a shared mission and produce a comprehensive strategic plan, which seeks continually to improve and develop excellence in the Group.
- Identifies with and promotes the vision, values and beliefs in the College strategic plans.
- Leads with passion, pace and drive to deliver the strategic plans.

#### 2. Leading teaching and learning

- Is responsible for establishing the value of knowledge and raising the quality of learning and teaching in the College, setting challenging standards and expectations for staff and students.
- Creates appropriate academic, leadership and management structures in the College in order to improve the learning culture and promote excellence in the quality of courses and services provided.
- Ensures that the College is responsive to learners and employers and delivers to agreed plans, outcomes and performance targets.

### 3. Employing and developing people

- Acts as an excellent role model, operating within a corporate framework of values and ethics, which treats people with respect, fairness and equity.
- Sets challenging targets for the Leadership Team and monitors performance; sets the standards expected from all staff within the Group.
- Takes overall responsibility for the planning, recruitment, deployment and development of a well-qualified and motivated workforce.
- Makes effective arrangements for own and others' continuing professional development.
- Promotes effective communication within the College and maintains a regular dialogue with students, employees and their representative bodies.

### 4. Managing operations, finance and resources

- Acts as the Chief Executive and as the Accountable Person for the College and is responsible to the Board for overall management of staff, other resources and delivery to agreed plans.
- Ensures that the College is financially sound and has adequate control systems.
- Takes personal responsibility for ensuring compliance with the Financial Memoranda of relevant public funding bodies across the Group.
- Ensures that the College provides a safe, efficient and effective learning environment which contributes to excellence and good value for money.

### 5. Exercising accountability, responsibility and managing risk

- Takes responsibility for compliance with all relevant legal, statutory and regulatory requirements, including finance and audit requirements, health and safety, data protection, employment law and practice, equality and diversity, the Prevent strategy and safeguarding.
- Ensures that effective risk management processes are in operation.
- Works closely with the relevant Boards (College and University), providing accurate information, objective advice and support to enable each Board to meet its responsibilities.

### 6. Working with partners, employers and networks

- Ensures that the College operates in an inclusive and collaborative manner, working in partnership in the community, with businesses and in the workplace.
- Champions the College's contribution to the economic and social well-being of its local community and ensures that it is appropriately represented and promoted at a regional and national level.
- Ensures that the College responds to the needs of employers and others in the local community.
- Builds links, as appropriate, with Higher Education, other learning providers, local authorities, businesses, area partnerships and the voluntary sector.



### Required minimum qualifications:

- Graduate level qualification
- Relevant professional qualifications/active member of appropriate professional body

### Person specification:

Candidates will be expected to have the vision, influence and drive in order to improve continually, extend and enhance the College's reputation. Candidates will be expected to demonstrate thorough relevant experience at a senior level the following skills and capabilities:

#### Leadership and vision

- Ability to generate and implement a strategic vision and plan for a forward looking, successful education institution
- Ability to demonstrate a breadth and depth of experience and strategic expertise at a senior level in a large and complex organisation
- Evidence of strong leadership and management of senior colleagues
- Ability to inspire and motivate staff and students at all levels of the organisation

#### Operational

- Experience at a senior level of developing strategy and influencing key stakeholders
- Knowledge of the funding and policy issues of further education in the UK and preferably in Wales
- Solid senior level experience
- Successful track record in developing strategic partnerships with employers and educational organisations
- Ability to interact in an effective manner with key internal and external stakeholders
- Understanding of current legislation, policies, and processes relating to further education
- Experience of effectively managing budgets

#### Personal qualities

- Ability to lead and effect change at a senior level and to take a strategic view of issues, working actively to improve the effective use of resources within the college
- Highest levels of integrity and commitment to professional standards – dedicated to meeting the expectations of internal and external customers
- Delivers results – can be counted on to exceed goals, pushes self and others for results
- Influencing and building relationship – finds common ground to solve problems with the minimum of noise
- Dealing with ambiguity – can effectively cope with change, can shift gears comfortably
- Excellent presentation skills, ability to engage an audience
- Energetic and outcome-orientated, with the ability to prioritise issues and activities effectively
- Ability to represent the college effectively with a range of external bodies, agencies and networks
- Ability to work effectively with stakeholders at all levels

## Terms of appointment

### Location:

The role will be based at the College campus in Merthyr Tydfil

### Salary:

Competitive

### Contract:

Full time

### Benefits:

A comprehensive benefits package is available



