

JOB DESCRIPTION

POST TITLE: DIRECTOR FOR THE WEST OF ENGLAND
INSTITUTE OF TECHNOLOGY

POST NUMBER: WREQ1955

GRADE: MANAGEMENT SPINE, PLUS UP TO 10% PRP

The Department for Education (DfE) launched an initiative to create a national network of Institutes of Technology (IoT) around the UK to deliver research-led, higher-level STEM-related education and training to meet both current and future workforce demands, launched in December 2017. IoTs will be prestigious and will become a respected brand, focused on leading significant change in the development and delivery of Higher-Level technical education and training.

In response to this initiative, Weston College has led a consortium comprising leading regional employers, Further Education, and Higher Education Institutions to create the West of England Institute of Technology (IoT).

The West of England IoT has now been confirmed as one of twelve IoTs located around the country and we are now recruiting for a senior level Director to lead this exciting partnership programme.

JOB PURPOSE

Lead and co-ordinate the successful development of the new Institute of Technology serving the West of England, Gloucestershire and Somerset areas, supporting the five Educational Anchor Partners and Anchor Employer Partners to deliver the Objectives of the Institute of Technology, including:

- Creation of a high quality prestigious brand to promote technical education and training through a network of distributed IoT Centres, focusing initially on the key sectors of:
 - Advanced Engineering and Manufacturing.
 - Health and Life Sciences.
 - Creative and Digital.
- Deliver significant growth in the number of people gaining STEM qualifications at Level 4 and above through the IoT.
- Significantly increase the number of people from under-represented groups participating in Level 4 and above education and training.
- Improve the occupational competency of learners in response to employers' existing and future needs.

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- Create flexible, dynamic and accessible learning opportunities to mobilise individuals to access high-skilled, higher paid employment.

KEY RESPONSIBILITIES:

- Further develop and deliver the Project Delivery Plan working with IoT partners.
- Act as first point of contact for the Department for Education (DfE) representing the IoT Partnership.
- Working with the Chair of the Board, establish an effective governance cycle which meets the requirements of the DfE IoT licence and Capital Grant Agreement. Establish membership of sub-committees, as directed by the Partnership Board. Manage and facilitate full reporting requirements to Partnership Board.
- Recruit and manage an effective IoT Central Hub management team.
- Establish robust reporting and monitoring protocols with partners to meet DfE requirements, any other funding body requirements and the requirements of the IoT Partnership Board. Oversee on going monitoring and reporting across the Partnership, identifying areas of underperformance or risk and seeking to reach a resolution quickly wherever possible. Ensuring the Partnership Board is aware of any underperformance or other risks which jeopardise the success of the project, compliance with the DfE requirements and any other funders.
- Ensure timely reporting to DfE and any other funding bodies providing grants to the IoT.
- Work with partners to agree an annual strategic and operational plan and budget.
- Oversee the entrance or exit Anchor Partners.
- Oversee the execution of the IoT Capital Grant, ensuring governance processes are in place to meet DfE requirements and the capital schemes remain in budget and on schedule. Work with partners to establish opportunities for joint procurement to achieve efficiencies. Ensure oversight on capital plans to avoid duplication and maximise the DfE IoT investment for the benefit of learners.
- Establish and implement required Policies and Procedures where applicable across the IoT consortium, ensuring compliance at all times relating to all elements of the programme.

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- Create and maintain a comprehensive Risk Register. Manage and monitor all Risks identified, including financial and capital scheme risks.
- Work with external Anchor Partner, JISC, and Anchor Education partners to oversee continued development of IoT Digital Learning Vision. Work with the Director for Digital Learning from Weston College and other partners to develop and implement an IoT Digital Learning Strategy.
- Facilitate development of internal and external communications strategy and IoT marketing plan, including development of central marketing and promotions collateral as budget allows. Lead marketing and communications plan, ensuring consistency of messaging across IoT partnership; liaising across IoT partnership.
- Facilitate the development of a curriculum development plan and staff CPD plan for IoT teaching staff working with IoT partners.
- Facilitate timely development of IoT curriculum, across the IoT partnership, to ensure curriculum is available for delivery in line with Project Delivery Plan and that partners work together to maximise resources and avoid duplication. Facilitating opportunities for joint developments and co-design/ co-delivery.
- Work with Anchor Employers and wider employer stakeholder group to facilitate opportunities for IoT curriculum enrichment and development.

OTHER RESPONSIBILITIES:

- Ensure the IoT is able to deliver the vision of the IoT Partnership Board, aligned with the associated strategy and delivery plan.
- Review annual business plan to align with IoT Partnership Board Development Strategy and any stipulations communicated by DfE.
- Ensure that IoT Central Hub resources are effectively deployed to meet priorities and targets.
- Ensure that all IoT Central Hub services meet the requirements of users and maintain systems for monitoring satisfaction and evaluating outcomes.
- Represent the IoT at external events locally and nationally. Engage with national networks and professional bodies to ensure that the IoT continues to demonstrate best practice and engages with Knowledge Exchange opportunities to disseminate the same.

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- Actively seek out business development opportunities and identify new markets for the growth and development of the IoT and its Anchor Partners. Seek opportunities for funding and income which will support the development of the IoT.
- Ongoing monitoring and evaluation of IoT activity to ensure quality, validity and relevance.
- Other duties as may be required to reflect changes and developments commensurate with the grade of the post.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with the organisation on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to the organisation's Health and Safety policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in the organisation's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

LOCATION

Whilst the post will be primarily based from the IoT Regional Hub at Weston College in Weston-super-Mare, the post-holder would be required to work from the other four IoT Spokes in Bristol, Bath, Yeovil and Cheltenham for at least 8 days a month and travel to other meetings as required.



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CONDITIONS OF SERVICE

The standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points 14-23: £50,945.00 - £62,903.00 per annum,
Plus up to 10% PRP.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of
statutory bank holidays.

The organisation reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

The organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Strategic thinker with high level of verbal and written communication skills and ability to share information with a range of audiences.	✓	
Experience of working at a strategic management level in an organisation.	✓	
Extensive commercial awareness.	✓	
Proven track record of contract management and KPI monitoring.	✓	
Proven track record of coordinating and leading strategic partnerships to deliver against contractual objectives/ KPIs.	✓	
Significant project management and implementation planning experience.	✓	
Experience of working with large employers locally, regionally and nationally.	✓	
Business development track record.		✓
Thorough understanding of Higher Education Regulation and funding environment.		✓
Thorough understanding of Apprenticeships.		✓
Evidence of managing budgets, delivering value for money within tight financial limits.	✓	
High level of analytical and numerical skills and ability to plan, interpret and manage budgets.	✓	
Excellent writing skills – experience of preparing high quality business plans and strategic plans.	✓	
A track record of innovation and creativity.	✓	
Setting and achieving high standards for self and teams.	✓	
Excellent interpersonal communication skills – able to form positive productive relationships internally and externally.	✓	



PERSON SPECIFICATION

Able to influence others at all levels and inspire collaboration.	✓	
A proactive and robust approach to managing change. Experience of leading, managing and motivating teams to deliver high quality services that improve outcomes for service users.	✓	
Excellent management skills and ability to lead and motivate a team effectively.	✓	
Ability to demonstrate a high level of personal drive, vigour and ambition to achieve challenging targets and improve outcomes.	✓	
Sound appreciation of current FE/HE issues.		✓
Knowledge and experience of current teaching and learning strategies.		✓
Postgraduate and/or relevant professional experience.		✓
A Degree or equivalent level of qualification.	✓	