

### **Job Description**

<b>Post:</b>	<b>Head of Information, Planning &amp; Performance</b>
<b>Salary Grade:</b>	<b>Competitive</b>
<b>Responsible to:</b>	<b>Director of Financial Operations</b>

### **Key Purpose:**

<b>1</b>	To lead on the establishment, development and monitoring of the college performance management systems, including Quality, in support of the drive for outstanding teaching and learning, efficiency of delivery and growth across the college's provision.
<b>2</b>	Lead on strategic development of the College's curriculum planning and funding. Ensure funding and regulatory bodies' guidance and compliance is embedded in operational planning across all of the College's provision.
<b>3</b>	As a member of the Senior Leadership Team, advise, implement, manage and monitor strategies in line with agreed objectives, targets and key performance indicators, ensuring strong communication with the College Management Team to ensure clear understanding of expectations and impact of decisions.
<b>4</b>	Report regularly to the Executive and Corporation on performance using robust information and data.
<b>5</b>	Lead, manage and overseeing the MI, Exams and IT department.

### **College Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in appraisal and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

### **Role Responsibilities:**

<b>a</b>	Lead and manage the College's MI, funding, and IT: ensuring all statutory returns and obligations are met, audit requirements adhered to and College performance maximised.
<b>b</b>	Implement and monitor relevant actions derived from the College's Strategic Priorities.
<b>c</b>	Monitor, report and advise on appropriate action in respect of key performance indicators and accountability measures, specifically attendance, retention, achievement and funding.

<b>d</b>	Manage, develop and coach staff within line management responsibility.
<b>e</b>	Contribute to the management of the College budgets.
<b>f</b>	Lead on the development and deployment of flexible, innovative and robust reporting to assist College Management and staff in fulfilling their role. Ensure the availability of timely and accurate performance data to meet the needs of a range of both internal and external key stakeholders.
<b>g</b>	Keep abreast of changes and developments in agency funding rules and guidance, disseminate information and make recommendations to the Senior Management Team.
<b>h</b>	Assist the Director of Finance in developing, implementing, reporting and managing a Resource Allocation Model.
<b>i</b>	Work with the Senior Leadership Team in developing the Curriculum Plan and ensuring this is produced and populated in an accurate and timely manner.
<b>j</b>	Oversee consistent processes that ensure the timely and accurate claiming of qualifications and modules from a range of awarding bodies.
<b>k</b>	Ensure that appropriate continuous professional development is identified and, through liaison with HR, delivered to staff.
<b>l</b>	As a member of the Senior Management Team, play a full role in the strategic management of the College.
<b>m</b>	Advise the Senior Leadership Team in matters relating to funding and data and ensure they are kept up to date on external developments and requirements, particularly those with the potential to impact on achievement rates and funding allocations. Prepare reports for Senior Leadership Team and Corporation on relevant matters.
<b>n</b>	Attend meetings, presentations, training etc. on aspects relating to curriculum, funding and data, as appropriate.
<b>o</b>	Attend relevant meetings as required and contribute to the effective oversight of curriculum performance from a data perspective, specifically in relation to key performance indicators.
<b>P</b>	Liaise with other relevant bodies internally and externally with respect to relevant issues and projects.
<b>q</b>	Carry out other such relevant and appropriate duties as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

## Person Specification

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualification</b>	1 First degree (or equivalent)	Application	a Post graduate qualification b Management qualification	Application / Certificate
<b>Professional Development</b>	2 Evidence of continued professional updating to ensure up to date with all sector changes to inform others and assist in effective decision making.	Application / Interview		
<b>Experience</b>	3 Established track record of managing funding and data at a senior level in the FE sector.  4 Well-developed knowledge of public sector funding for all aspects of funding in the FE sector.  5 Knowledge and understanding of the future challenges and current issues in the FE sector  6 Demonstrate a strong track record of achievement, added value and success in relation to every aspect of student data management  7 Experience of developing strategies to bring about improvements and enhance data management.  8 Experience of operating effectively at a strategic level, demonstrating a proactive response to changes in funding methodology or guidance, ensuring effective communication and effective implementation of any required change to process or procedure.  9 Experience in providing relevant advice to Senior Management and Governors			

<b>Skills/ Qualities</b>	<p>10 Highly skilled in identifying potential threats and opportunities to ensure the College's strategic decision-making is appropriately informed.</p> <p>12 Desire to be highly successful and ambitious.</p> <p>13 Appropriate working knowledge of a VLE platform/s, ILT and other digital learning platforms.</p> <p>14 Well-developed skills of analytical reasoning and problem solving</p> <p>15 Highly developed interpersonal skills</p> <p>16 Demonstrate a proactive support to equality, diversity and inclusivity</p> <p>17 Excellent organisational skills, being able to prioritise workloads and meet deadlines</p> <p>18 An appreciative management style which recognises appropriately the contribution of others</p> <p>19 Ability to work on own initiative</p> <p>20 Flexible team player</p>			
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