



Applicant Pack

Director of Strategic Operations and Delivery

Greenhead College



Dan Bacon

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Valid Until
May 2024

02 Welcome Letter

On behalf of the Board of Governors, thank you for your interest in the post of Director of Strategic Operations and Delivery at Greenhead College. We are pleased that you are considering Greenhead College as the next stage in your career and we hope, subject to matching our criteria, you will apply.

Greenhead is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. Therefore, the College is an easy commute from much of the Northwest and Yorkshire.

The College provides outstanding education to approximately 2750 students, who study predominantly A Level courses, and has an income in excess of £15 million. The philosophy of the College is based on the principle that each student and staff member is an individual and to be valued. According to the Government performance tables, Greenhead is currently the top performing Sixth Form College in the Yorkshire and the Humber for A Level results and third best nationally.

In March this year, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified. This is testament to the resilience, ambition and success of our students, and the hard work of staff. Therefore, Greenhead is both a successful and significant Sixth Form College, with an outstanding local and national reputation.

Like most similar educational establishments, Greenhead has, in recent years, faced funding pressures and increasing costs. However, the College maintains and forecasts 'Outstanding' financial health,

which is a demonstration of the strong ethos of ambition and aspiration which runs through all aspects of our work.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each other, and to develop and grow. We are proud to have a strong and able Senior Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's mission, values and strategic objectives.

This is an exciting time to be joining Greenhead College. Recently, we were one of only 50 schools and colleges nationally to be granted multi-million-pound funding to build a new four-storey science block, which is currently under construction and will open next year. The College has ambitious plans for further growth and the successful post holder will be at the forefront of future strategic planning, development and delivery, as well as ongoing operational management of the College's finances and its estate.

We are looking for a highly able and committed professional who will play a leading role in the next phase of the College's strategic development. If you are interested in joining Greenhead College, please contact the Protocol Team who will be happy to answer your queries and provide further information about the College and this role. We look forward to receiving your application.

Best wishes,

Richard Armstrong
Chair to the Corporation

03 Key Details

Post Title:

Director of Strategic Operations and Delivery.

Level of Post:

Senior.

Reports to:

Principal.

Salary:

Sixth Form Colleges Leadership Spine, points L17 to L20 (currently £71,883.00 to £77,187.00 per annum – pay award pending).

Holidays:

35 days annual leave (increasing to 40 days after five years service), plus statutory bank holidays.

Pension:

West Yorkshire Pension Fund (current employer pension contribution rates – 21.1%)



04 Job Description

Key purpose of role:

The role of Director of Strategic Operations and Delivery is at the heart of Greenhead College's redefined mission and values. Among the principles of the College is a commitment to pursue excellence through the promotion of a culture of quality and success, and to be at the forefront of the sector in order to serve both current and future generations of students and staff.

The Director of Strategic Operations and Delivery at Greenhead College will be an exceptional and qualified senior finance professional who plays a strategic role in the ongoing development of the College, to ensure it continues to develop as one of the very best Sixth Form Colleges in the country. The postholder will play a central role in all aspects of the College's strategic planning, being at the heart of decision-making within the Senior Leadership Team and the Governing Body, and will take on a specific leadership role for many of the non-academic aspects of the College's functions.

Specifically, the postholder will lead on the strategic development as well as the delivery of:

- Strategic financial planning, including long-term operational management of finances, maximising ESFA funding, and opportunities for further growth through income generation and alternative funding streams.
- The strategic development of the College estate.

- The operational management of the estate, and other College facilities and infrastructure, including information systems and services.
- Leadership across the College's support teams, ensuring high standards and continuous improvement.
- Risk management and compliance, including health and safety.

The postholder will line manage the:

- Director of Information Services.
- Finance and Payroll Manager.
- Premises Manager.
- Reprographics Manager.
- Cleaning Supervisor.
- Student Area Supervisor Team Leader.

Excellent communication and people management skills, experience of working with funding structures (ideally in post-16 education), an understanding of the complex needs of estates and infrastructure (ideally in education), and a commitment to collaboration and partnership working are essential attributes in this role.

As a senior postholder, the Director of Strategic Operations and Delivery will have a direct reporting relationship with the Governing Body. On a day-to-day basis, the postholder will be managed by and report to the Principal.

It is also envisaged that as a member of the Senior Leadership Team, there may be changes and developments to this role over time.



05 Job Description

Key duties

Executive role:

- Provide excellent leadership and management skills that demonstrate the vision and values of the College.
- Contribute effectively to the Senior Leadership Team, sharing responsibility, assuming leadership and consulting regularly with the Chair of Governors and other members of the Governing Body and the Principal.
- Work closely with colleagues and the Principal and Senior Leadership Team on the basis of shared ownership of issues, problems, initiatives and developments.
- Play a key leadership role in the development and delivery of College strategic and operational plans, including leading on the quality improvement plan for support staff.
- Be the Senior Leadership Team representative for support staff in College.
- Line manage key support managers and staff in College, specifically the Director of Information Services, Finance and Payroll Manager, Premises Manager, Reprographics Manager, Cleaning Supervisor, and Student Area Supervisor Team Leader.
- Communicate effectively in writing and verbally, presenting accurate and timely data and reports.
- Be an effective ambassador, representing the College in internal and external meetings, events and with key stakeholders.
- Produce, maintain and update College policies and procedures linked to areas of responsibility.

- Act on, seek to innovate, and disseminate good practice, government policy and innovation within the areas of responsibility.
- Contribute to promoting the safeguarding and wellbeing of young people.

Other duties commensurate with the level of the post as may be required by the Principal and the Governing Body.

Finance and funding:

- Lead on the development of financial plans and budgetary systems to ensure the achievement of the strategic aims and the securing of a sound financial base for the College.
- Regularly monitor the financial performance of the College against the agreed budget and long-term forecasts.
- Work with the Finance and Payroll Manager to present detailed and accurate monthly accounts, firstly to the Senior Leadership Team and then the Finance and Estates Committee of the Governing Body.
- Provide advice to the Senior Leadership Team and the Governing Body on all issues relating to financial matters, including cash flow, banking, value for money and the capital programme.
- Work with the Director of Human Resources on current and anticipated staffing costs, ensuring that these meet key performance indicators set by the Finance and Estates Committee of the Governing Body.



06 Job Description

- Produce annual statutory accounts.
- Prepare and propose an annual budget in the context of the College's strategic priorities to the Principal, the Senior Leadership Team and the Finance and Estates Committee of the Governing Body.
- Provide clear and accurate budgets to budget-holders and ensure systems are in place for effective budget management across the College, including training and support where necessary.
- Work with the Director of Human Resources to ensure College middle-tier leaders have a clear understanding of, and accountability for, the financial aspects of their role.
- Maximise funding allocations from funding bodies and seek out new income streams, including plans for income generation.
- Ensure effective management information reporting to inform decision-making and to enable the College to plan provision and intervene in a timely way.
- Ensure effective management of the College's bursary scheme.
- Provide strategic leadership and work with other College managers on areas of the College's sustainability strategy which link to the development of the College estate, digital infrastructure, procurement, food and waste.
- Serve as the College's Senior Responsible Officer (SRO) for the DfE condition-led improvement scheme for the period 2023–25, and other potential schemes to run in parallel with or after this.
- Prepare business and capital development plans to maximise future opportunities for growth and income.
- Provide strategic leadership for the College IT services, ensuring they are maintained and developed in line with the College's strategic priorities.
- Work with the Senior Leadership Team and Director of Information Services to develop a long-term strategic plan for IT which will meet the requirements of the College's strategic priorities.
- Work with the Director of Information Services and Network Manager to ensure the security and safety of online systems and services, including business continuity and disaster recovery.
- Work with the Reprographics Manager to monitor spend on printing and to actively seek to reduce printing costs across the College.
- Be the key point of contact for working with the College's external catering service.
- Work with other members of the Senior Leadership Team to support safeguarding policies.
- Ensure the ongoing development of College systems to enhance the students' experience, enabling them to access the full range of learning opportunities.
- Ensure the development of effective management information reports and reporting tools.
- Act as the College's Data Protection Officer to ensure the College complies with General Data Protection Regulation (GDPR).

Estates, resources and IT services:

- Provide strategic leadership for the College's estate and facilities, ensuring that they are maintained and developed in line with the College's strategic priorities.
- Develop an effective long-term estates strategy and plans to meet the requirements of the College's strategic plan.
- Ensure the College's interests are appropriately represented in internal and external meetings that may impact on its own estate operation (for example, the DfE building programme and plans to develop other areas of the estate).
- Review all estates and services contracts on a regular basis to ensure value for money is obtained.



07 Job Description

Compliance and risk management:

- Ensure that the College is compliant with all external and statutory regulations.
- Maintain the College's financial regulations, ensuring they provide effective levels of financial control and disseminate these effectively to relevant College leaders and staff.
- Ensure that all data and financial returns are made accurately and on time, and in compliance with all statutory requirements.
- Lead on the management of all College risks, including maintaining the College's risk register and risk management strategy for capital development programmes.
- Be responsible for facilitating and managing internal and external audits, including monitoring and reporting on actions and areas of improvement.
- Lead and enhance the College's purchasing and procurement processes.
- Support the Principal in managing data protection, assisting with ensuring the College acts in accordance with the Data Protection Act in processing personal data. Work with Human Resources to ensure that all relevant staff have received the necessary training and are kept up-to-date.
- Deal with Freedom of Information and Subject Access Requests, and potential data breaches under current General Data Protection Regulations.
- Lead on the ongoing development of the College's Disaster Management Plan.

Health and safety:

- Provide strategic leadership for health and safety across the College.
- Take a strategic approach to the security of the estate.
- Line manage the Student Area Supervisor Team Leader to ensure the College site is physically secure for its students and staff.

- Line manage the Premises Manager to ensure appropriate surveys and risk assessments are carried out.
- Line manage the Premises Manager to ensure that buildings, contractors and equipment comply with health and safety regulations.
- Ensure the Premises team carry out all essential safety checks.
- Line manage the Cleaning Supervisor to ensure that site cleanliness is maintained to a high standard.
- Update any relevant health and safety policies on an annual basis.

General:

- Demonstrate day-to-day commitment to the College's principles and purpose as set out in its mission statement.
- Attend Senior Leadership Team meetings and relevant meetings of the Governing Body and its Committees.
- Be available for open events, parents' evenings and other College functions.
- Assist in the running of College enrolment.
- Act as a role model in the promotion of good health and safety, diversity and inclusion, and the safeguarding of all students.
- Participate in the College's performance management process and carry out performance management reviews of staff they line manage.
- Liaise with and visit other educational establishments to enhance knowledge of opportunities and best practice as part of innovating and developing the College.
- Carry out any further reasonable duties which may be determined by the Principal or the Governing Body.



08 Personal Specification

Part One – Knowledge and experience

Essential

1. Senior finance management experience (ideally in an educational context).
2. Knowledge of financial regulation and the funding, regulatory and legislative environment relevant to further education.
3. Track record of motivational leadership, leading and driving high performance in teams and individuals.
4. Track record of successful change management including changes in working practice and cultural change.
5. Experience of developing strategies that embed effective financial management and procurement throughout organisations.
6. Track record of finding and implementing creative ways to find efficiencies and savings.
7. Track record in successful income generation, entrepreneurialism and experience of bidding for new business.
8. Strategic and operational contract management experience.
9. Track record of effective programme and project management.

Desirable

1. Leadership experience within a Sixth Form College.
2. Excellent working knowledge and experience of Further Education funding streams.
3. Knowledge and experience of leading corporate resource functions including estates, facilities, IT.
4. Knowledge of strategic risk management.
5. Knowledge of Ofsted's Education Inspection Framework.

Part Two – Skills and aptitudes

Essential

1. Highly developed analytical skills and sound judgment.
2. Ability to present complex financial and other information in clear and understandable ways.
3. Ability to think strategically.
4. A role model for a culture of continuous improvement and promoting excellence.
5. Highly-developed relationship management skills, including senior stakeholders in financial institutions, auditors, funding agencies, government and MPs.

Desirable

1. Awareness of best practice in relation to teaching and learning within a Sixth Form College environment.

Part Three – Attitude

Essential

1. Highly developed communication and interpersonal skills.
2. Negotiating skills.
3. High ethical and professional standards.
4. Openness, honesty and integrity.
5. High levels of accuracy.
6. Collaborative team player, challenging where appropriate.
7. Active commitment to equality and safeguarding of young people.
8. Personal resilience, able to work to demanding deadlines and manage conflicting priorities effectively.



09 Personal Specification

Part Four - Qualifications

Essential

1. Degree or equivalent professional qualification.
2. Evidence of regular and ongoing CPD.

Desirable

1. Higher degree / professional qualification in relevant discipline.
2. Management qualification or training.
3. NEBOSH or other relevant health and safety qualification.
4. Evidence of CPD with a leadership focus.
5. Professional accountancy qualification (highly desirable)



10 How to apply

For an informal discussion about this role please contact Dan Bacon (07934 062 726).

If you wish to apply for this position, then please:

Complete the application form and email to dbacon@protocol.co.uk with the subject heading of "Director of Strategic Operations and Delivery". You should also complete the equal opportunities form and attach a CV. In your application, please explain your motivation for applying and the knowledge and experience you can bring to the role and, in particular, your ability to meet the criteria laid out in the person specification (NB – no more than 3 sides of A4, font 11, Arial).

Protocol will send an acknowledgement of receipt via email to all applicants within 24 hours. If you do not receive an acknowledgement, then please call Dan Bacon on 07934 062 726.

It is important that you give evidence of your experience and knowledge, showing how this matches the criteria set out in the person specification.

Protocol is committed to eliminating inequality and promoting diversity and inclusion in all that we do. We welcome applications from all backgrounds and ensure equality of opportunity.

Please provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up references for candidates who have been shortlisted unless you tell us otherwise.

Recruitment Timetable:

Closing Date for Applications: Monday 3rd of October 2022 at 12.30pm

Assessment Centre: Thursday 13th and Friday 14th of October 2022



This Assignment Brief does not form part of an offer of employment nor a component element of a contract of employment. Its purpose is to provide information for candidates who have declared an interest in the position.



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