

## Job Description

### POST: Principal & Chief Executive

### Mission Statement

An outstanding College at the heart of our city: nurturing ambition and delivering success.

**SALARY:** Circa **£115,000 per annum**

**REPORTING TO:** The Board of Governors

#### Purpose of the Job:

- To deliver outstanding education and training to the College's students, to employers and the wider Milton Keynes community
- To deliver the College's mission, vision, values and strategic framework, placing the student at the heart
- To be responsible to the Board for the strategic leadership and development of the College
- To be a 'leader of place', acting as an effective ambassador and champion for the College and its mission
- To ensure a high standard of probity and effectiveness as defined by any regulatory authority
- To model the core values of the College

### Roles, Responsibilities and Key Accountabilities

#### Strategic

- You will develop, articulate and implement a vision and strategy for the College, as agreed with the Board
- You will deliver and regularly review the mission, vision, values, strategic framework, annual plan, objectives, targets and key performance indicators. You will ensure they are owned and delivered throughout the organisation and set the framework for detailed strategic, financial and operational plans
- You will be responsible for the overall organisation, direction, leadership and management of the College

- You will ensure the College delivers best value for money
- You will ensure the financial health and long term sustainability of the College through effective business planning, new business models and new sources of income
- You will prepare and agree long term and annual financial plans/budgets with the Board, which you will manage and control within the estimates approved by the Board, reporting regularly to the Board on performance and risk
- You will determine the College's academic and other activities, delivering student success underpinned by a robust Quality Strategy
- You will provide direction, challenge and inspiration to your students and staff
- You will support an active student voice strategy by consulting and engaging with students in a positive way
- You will be managing your leadership team and working with them to drive a positive culture of ambition, quality, and success throughout the student body and staff of the College, embracing challenge, change and opportunity
- You will champion, promote and embed Equality and Diversity throughout the College
- You will ensure a safe and healthy environment for all students and promote safeguarding principles in all areas of the College work
- You will report regularly to the Board, its committees, and external bodies as appropriate, on the performance of the College, market and future trends, key issues and influences, making recommendations on strategic developments
- You will assume a real leadership role with key stakeholders to drive forward the city's education, skills and innovation agenda, contributing to the 'leadership of place' and place-shaping challenges of Milton Keynes
- You will exert influence on policy making at local and national level
- You will serve as Governor on the Board and Chief Accounting Officer for the College
- You will work closely with the Chair of the Board and the Governance Executive to deliver effective and modern governance.

## Compliance

- To act in accordance with the responsibilities and duties detailed in:
  - The Instrument and Articles of Government
  - Financial Regulations e.g. SFA Financial Memorandum, Milton Keynes College Financial Regulations, Audit Code of Practice
- To safeguard public funds and maintain the financial integrity of the College, preparing a sustainable financial plan, sound financial controls, monthly accounts and reports to the Board, with clear audit trails
- To meet all the requirements of funding and regulatory agencies including internal and external audit and inspections
- To be responsible for and ensure good practice and regular reviews of policies in all areas of the College, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety and Human Resources

## Standard Requirements

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

It is the duty of all Milton Keynes College staff to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions.

It is the policy of Milton Keynes College to recognise and encourage the valuable and enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore, aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination.

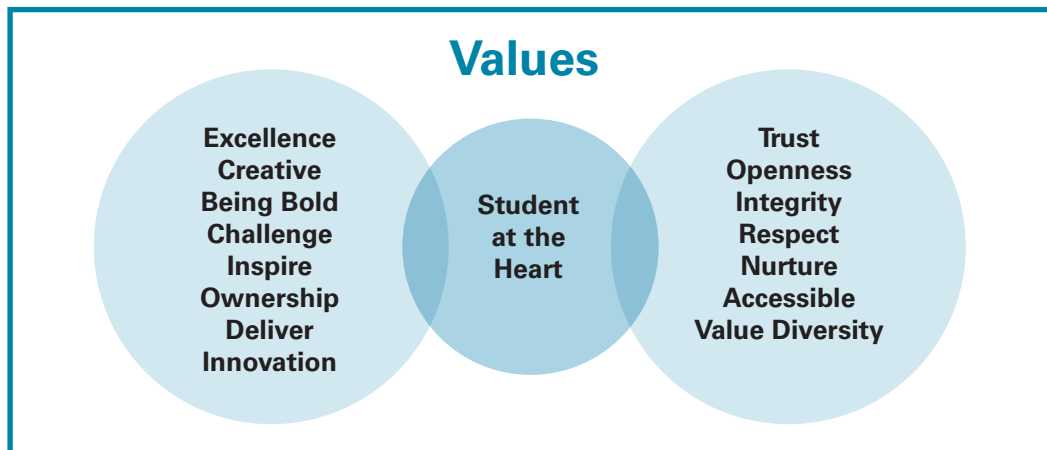
Milton Keynes College is committed to promoting the safety and welfare of children, young people and vulnerable adults and this is a responsibility of all staff. All employees must demonstrate suitability for working with children, young people and vulnerable adults. All positions therefore require a CRB (Criminal Records Bureau) check and are subject to Independent Safeguarding Authority (ISA) regulations.

The College is also proactively committed to Sustainable Development through the learning opportunities it delivers, its management of resources and its engagement with communities.

In line with legislation aimed at creating a smoke-free England, the College is working towards becoming a smoke-free environment. We will actively support those who wish to give up smoking by providing access to information and individual support.

## Person Specification

### Principal & Chief Executive



#### Evidence of:

- ability to develop, articulate and implement a vision and strategy for a large and complex organisation
- a successful record in senior leadership
- strong leadership skills with the ability to motivate and inspire others and work effectively and inclusively through teams
- capability to develop creative solutions, to introduce new business models and to lead an organisation in a changing environment
- high level experience in financial planning and management
- driving forward quality improvement
- 'Leadership of Place' qualities and experience – a commitment to a shared local vision and common goals, partnership and collaborative working
- working at Board level to deliver agreed objectives

## Qualities

- Open and inspirational leadership style
- Commitment to excellence and quality
- Resilience, energy and ambition to deliver
- Commitment to equality and diversity
- Commitment to education as a transformational force
- Leadership through creative and inclusive teamwork
- Good communicator
- Strong analytical skills
- Emotional intelligence
- Values-driven
- Commitment to the 7 Nolan Principles of Public Life

## Qualifications

- Degree or equivalent
- Higher level professional qualification (desirable)
- Evidence of continuing commitment to self development through training and work undertaken