

Job Description

1. JOB IDENTIFICATION

Post Title:	Vice Principal Finance and Infrastructure
Responsible to (Post Title):	Principal and Chief Executive
No of Job Holders:	1 FTE
Last Update:	April 2023

2. PRINCIPAL JOB PURPOSE

As a member of the Executive Leadership Team (ELT) provide transformational leadership in all aspects of the financial management, infrastructure and identified support services of Ayrshire College. The postholder will be responsible for providing strategic financial leadership and direction to the College in order to maintain financial sustainability whilst enabling the College to deliver high quality and responsive skills delivery.

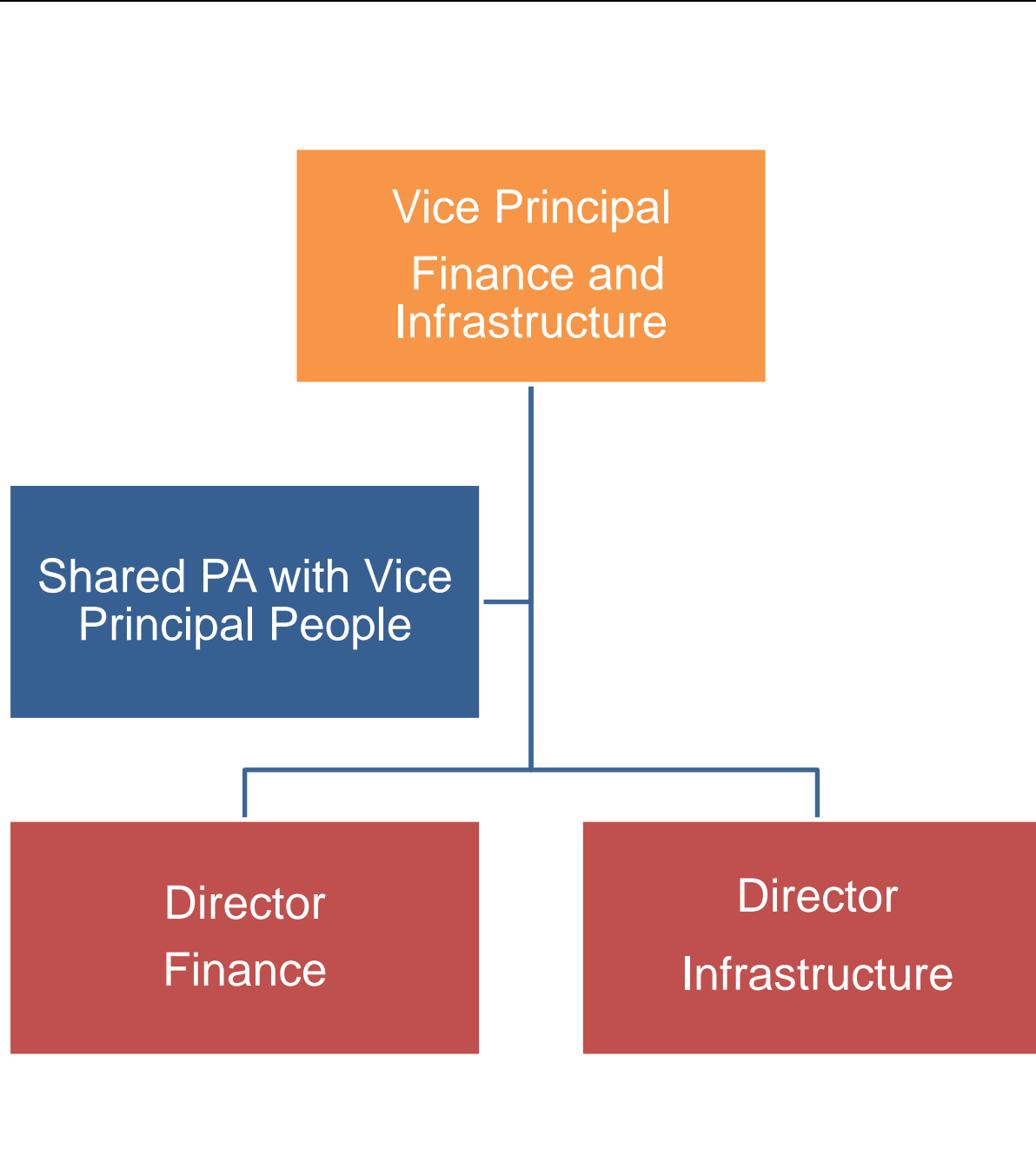
Lead the strategic development of the College's strategic objectives for Finance, Student Funding, Procurement, Estates, ICT, Data Protection and Refectory Services, and make a strategic contribution to the income growth and organisational improvement of the College aligned with the overall College aims and objectives.

Lead a programme of transformation to ensure the College digital and physical infrastructure is fit for future curriculum delivery and delivers on the net zero expectations of Scottish Government.

As a member of the Executive Leadership Team (ELT), be a role model in leading by the College values and behaviours. Work closely with ELT colleagues to enable student centred service delivery and effective support functions across the College.

Provide expert advice to the Board of Management on finance, sustainability and risk management.

3. ORGANISATIONAL RELATIONSHIP



* Organisational structure subject to review

4. MAIN DUTIES & RESPONSIBILITIES

Executive Leadership

- Provide transformational leadership in the development of integrated Finance, Student Funding, Estates, ICT, Student Records, Business Information, Refectory Services, Sustainability, Data Protection and Procurement strategies and related policies that will support the design of effective College service infrastructures to underpin high quality learning and teaching experiences.

- Provide strong and effective leadership on the College's financial governance, audit and risk management obligations through the development of robust strategies to deliver the statutory and regulatory imperatives set by the Scottish Funding Council and other bodies to which the College is accountable.
- As a member of the ELT, support the effective governance and management of the College through contributing to the development and implementation of robust planning, monitoring and review frameworks to underpin confidence in the leadership and management of the College.
- Provide the Principal, Board of Management and its sub-committees with accurate, timely, easily accessible financial and management information required for planning, resource allocation and strategic decision making. Report to the Board of Management and its sub-committees, as required, on the financial position and performance of the College.
- Provide leadership in the development and implementation of Ayrshire College's local procedures for negotiation and consultation with staff and staff representatives, on matters which are not subject to national bargaining, to support effective and positive employee relations on a continuing basis and ensuring that all staff are well informed, involved in decisions that affect them and are treated fairly and consistently.
- As a member of the ELT, provide leadership for the development and monitoring of the Strategic Plan and associated strategies and plans, in conjunction with key strategic partners to enable the college to meet the requirements of local and national stakeholders.
- As a member of the ELT, deputise for the Principal as required, in order to provide leadership and direction at all times and maintain the reputation of the College.
- Demonstrate and exemplify positive behaviours and attitudes and act as a College Ambassador in order to support the development of a culture based on shared values, vision and principles and thereby build the reputation of the College with learners, stakeholders and the communities it serves.

Strategic Integration

- Provide strong leadership to achieve the highest standards of financial governance and maintain financial stability across the College's finance services, including student funding.
- Provide leadership in the development of robust audit and risk management frameworks, whilst working in partnership with internal and external stakeholders, to ensure effective governance and management of the College.

- Lead the transformation of the digital infrastructure across the College campuses which will enable integrated, effective and future facing platforms to support a progressive learning and teaching experience, highly effective support services and reduce bureaucracy and cost.
- Lead the development of the College's Business Information Systems improvement strategy to deliver robust information and data management solutions to inform planning, performance management and service transformation across the College.
- Lead the development of robust procurement and tendering strategies to ensure open and transparent processes which deliver value for money and thereby support effective corporate governance.
- Lead a review of the refectory services and proposals that provide value for money and provide high quality and cost effective services.
- Establish effective relationships with stakeholders and partners both internal and external to the College, to develop professional understanding and co-operation which will enhance the delivery and development of College objectives.

High Performance Culture

- As a member of the ELT, contribute to the formulation, development and implementation of the College's strategic and operational direction in order to support the sustainable development of the College.
- Provide leadership to achieve high standards of performance through effective multi professional team working and encouraging innovative thinking to engender a cross College culture of quality, value for money and accountability.
- As a member of ELT, support the development and implementation of the College's risk management strategy to ensure that risk is effectively identified, assessed and managed.
- Embed a culture of continuous improvement through review and evaluation of services and ensure development of all staff through the College's performance management, quality enhancement and personal development frameworks.
- Lead the development of a culture which embeds the principles of health, safety and wellbeing and equality and diversity in all College activities.

Effective Governance

- Support the effective governance and management of the College as a member of ELT, through contributing to the development and implementation

of robust planning, monitoring and review frameworks to underpin confidence in the leadership and management of the College.

- Lead the strategic transformation of the College's data management and governance processes to underpin highly effective systems and maintain robust procedures.
- As a member of the Executive Leadership Team, support effective, transparent and robust governance arrangements by contributing to, and supporting the Board of Management and Committee structures, through the development of informative papers and reports which enhance clarity, understanding and scrutiny, as required.

5. COMMUNICATIONS (Internal & External)

The Vice Principal will communicate regularly using a variety of methods with key external stakeholders including: Scottish Funding Council, Colleges Scotland, Education Scotland, Community Planning Partners as well as other key partners, customers and suppliers. The relationships will be at an executive and strategic level relating to the scope of the engagement.

The post-holder has key internal working relationships with College staff and specifically the College's Board of Management, Executive Leadership and Senior Leadership Teams in order to develop strategy, review College performance and provide leadership across all College activities.

Internal strategic and operational communication using a variety of methods will take place regularly with the Principal, Vice Principals, all staff and students.

A variety of communication methods will be used to communicate with the Board of Management of the College and Board Committees.

6. ASSIGNMENT AND REVIEW OF WORK

The Vice Principal will work collaboratively with the Principal and all other Vice Principals as part of the ELT.

The post holder functions with a high degree of autonomy and independence and has the professional discretion to prioritise and determine workload.

The Vice Principal will agree personal objectives relating to the delivery of the College strategic plan with the Principal on an annual basis and these will be reviewed formally on an annual basis.

7. ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

Education and Professional Qualifications

- Educated to degree level or equivalent experience within a subject area relevant to the role.
- CCAB or CIMA qualification.
- Management Development Programme and/or post graduate qualification to Masters Level.
- Evidence of Continuing Professional Development.

Knowledge

- Extensive knowledge of Scottish Government policy on Further Education.
- Comprehensive knowledge of Scottish Funding Council strategy and funding methodologies.
- Comprehensive knowledge and understanding of delivering successful Finance, ICT, Business Information and Procurement services and the ability to reflect this in strategic objectives and operational delivery.
- Extensive knowledge of legislation and statutory requirements to ensure compliance with financial governance, College contracts, procurement and risk management.

Core Competencies

- Strong leadership and management skills to facilitate strategy and policy development and delivery.
- Change agent, with ability to motivate and gain commitment to objectives and integrate a multi-professional teams.
- Demonstrable evidence of strong leadership, financial management, organisational, delegation, time management, and analytical skills.
- Ability to develop and maintain effective relationships with key partners and stakeholders.
- Ability to formulate an open and inclusive style of communications.

Professional Experience

- Extensive senior experience and a record of successful delivery within financial management, procurement, data protection and ICT/Business Information services.
- Extensive experience of leading and managing a combined portfolio of services.
- Demonstrate evidence of shaping and influencing the strategic agenda.
- Extensive experience of leading service redesign to deliver innovative solutions which meet organisational requirements within a complex organisation.
- Successful track record of working with key stakeholders and partners including CPPs, employers and external legislative bodies.

8. MAIN JOB CHALLENGES

Provide leadership in the integration and delivery of a range of services within a complex and multi-faceted environment to ensure the delivery of the College's strategic objectives.

Balancing a range of strategic, planning and operational responsibilities within an environment of continuous change and transition.

Acting as a change agent, motivating and gaining commitment to objectives, integrating multi-professional teams, whilst meeting the needs of internal and external stakeholders and strategic partners.

Ensuring legislative requirements are met and exceeded wherever possible.