

JOB DESCRIPTION

POST TITLE: Vice Principal - Finance, Resources and Sustainability

JOB SUMMARY: The postholder may be required to deputise for the Principal & Chief Executive representing the College at both internal and external fora, will maintain effective relationships with local, regional and national agencies/stakeholders and develop effective relationships with employers and the Scottish and UK Governments.

Job Purpose

As part of the Senior Leadership Team the Vice Principal – Finance, Resources and Sustainability will work with the Principal to ensure the College will:

- Provide a support service that underpins the delivery of accessible and inclusive lifelong learning which enriches lives and supports economic, social and personal growth.
- Support the development of a culture based on shared values, vision and purpose.
- Nurture a thriving organisation with a culture of innovation, collaboration and teamwork.
- Promote innovative approaches to improve learner retention and attainment.
- Lead value-for-money activities to provide excellence, equity, public value, high quality services and socio-economic impact.
- Deliver sustainable financial and environmental performance.
- Ensure optimal utilisation of built, physical and digital infrastructure.
- Align action with the strategic aims of the Board of Management (the Board) and the Lanarkshire Board (LB).

Main Duties and Responsibilities

The main responsibilities of the post holder include:

- Provide visionary and engaging strategic leadership and planning to the organisation, for the areas of responsibility of this role.
- Delivering sustainable financial and environmental performance, leading College approaches to operational efficiency.
- Developing talent, inspiring innovation and creating organisational capacity.
- Ensuring efficient and cost-effective deployment of staff and utilisation of resources and lean working practices.
- Promoting the use of innovative techniques and digital approaches to delivering services.
- Transforming the way in which the College uses information, data, and knowledge by developing organisational intelligence through dynamic access to effective analytics, insights and, where possible, predictive analytics.
- Supporting the development of strategies that invest in a digitally capable and agile workforce.
- Optimising the utilisation and impact of a sustainable College estate and physical resources.
- Embedding the College ethos in our staff and learners.
- Ensuring learners and staff have a voice through effective communication.

- Delivering transformational change across the College.
- Ensuring the highest standards of corporate governance in all the College activities

The key duties and responsibilities of the post holder will be to:

- Lead strategies and innovative approaches for priority-based budgeting, and risk informed monitoring and control of institutional income and expenditure.
- Transform how the College uses information, data, and knowledge by developing organisational intelligence through dynamic access to effective analytics.
- Drive the creation of strategies that allow the College to invest in its people and help realise an effective, impactful, proud and content workforce.
- Lead the College approach to Net Zero working
- Create excellent support services through a zero-waste approach and lean working practices.
- Be an agent for change and an influence for robust planning and performance.
- Optimise the utilisation and impact of the College estate and physical resources.
- Deliver sustainable financial and environmental performance.
- Lead initiatives which deliver operational efficiency.
- Promote the use of innovative techniques and digital approaches to delivering services.
- Embed an ethos of success, high aspiration and ambition in our staff and students.
- Lead self-evaluation and reporting to inform effective planning in areas of responsibility.
- Ensure efficient and cost-effective deployment of staff and utilisation of resources.
- Ensure learners and staff have a voice through effective communication.
- Promote innovative approaches to improve learner retention and attainment.
- Support the effective governance and management of the College.
- Support the development of a culture based on shared values, vision and purpose.
- Benchmark functions against best practice within and outwith the sector.
- Oversee the development of policies, systems, processes and working practices.
- Ensure services are innovative, high quality and cost effective.
- Develop talent, inspire innovation and create organisational capacity.
- Comply with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK general Data Protection Regulations and the Freedom of Information Act.
- Ensure the Health and Safety of staff and learners by exercising a duty of care for personal health and safety and that of others who may be affected by their actions.
- Carry out any other duty commensurate with the post as required by the Principal.

You will be supported directly in exercising these responsibilities by a highly professional, dedicated and experienced team including:

- The Finance Team
- Governance and Executive Manager
- Head of Facilities
- Head of Alternative Funding
- Head of Management and Information Systems

A senior post holder such as the Vice Principal Finance, Resources and Sustainability will be expected to reflect and promote the reputation of the College by:

- developing strong and effective working relationships with members of the Board;

- demonstrating a commitment to public sector values;
- providing confidence in the leadership and management of the College through action;
- enhancing the reputation of the College with learners, partners and stakeholders through positive behaviours and attitudes; and
- promoting fair access and equity for all, advancing equality and diversity in all aspects of College work.

Communications (Internal & External)

- The Vice Principal will communicate regularly using a variety of methods with key stakeholders including: Scottish Funding Council, Skills Development Scotland, Colleges Scotland, Education Scotland, Internal and External Auditors, Audit Scotland, the LB and employers.
- The post-holder will foster positive and effective internal working relationships with staff at all levels.
- The post-holder will work closely with the College's Board of Management and Strategic Leadership Team to develop strategy, review College performance and provide leadership.
- The post-holder is required to develop strategic relationships with key partners and stakeholders both internal and external to the College in support of their portfolio of responsibilities.

Assignment and Review of Work

The Vice Principal will have significant autonomy in setting objectives and responsibilities for this role, within broad parameters established by the Board, Principal and Senior Leadership Team and will be accountable for delivery of these objectives.

Specific personal objectives will be agreed with the Principal based on approved College strategy.

Working Environment

The postholder will be office based and may be expected to travel, mainly within Scotland, to meet College objectives.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.