

JOB DESCRIPTION

Job Title:	Chief Operating Officer		
Responsible to:	Principal & Chief Executive Officer		
Direct Reports	<ul style="list-style-type: none"> • Assistant Principal, Finance and Infrastructure • Assistant Principal, Human Resources • Assistant Principal, Student Experience 		
Salary	Circa £90,000	Hours	35

ABOUT US

Glasgow Clyde College, located in the vibrant south and west of Glasgow, is a large further and higher education college. Comprising three campuses, we serve approximately 6,000 full-time students and 11,000 part-time students. We operate under the stewardship of the Glasgow Colleges' Regional Board, overseeing college education in the Glasgow region.

Job Summary

As a member of the College Executive Management Team (EMT) and the Senior Leadership Team (SLT), the Chief Operating Officer (COO) plays a pivotal role in shaping the strategic course of the college and executing its' plans to the highest standards. The COO is specifically responsible for the following key areas:

- Finance & Resource Planning and Deployment
- Human Resources & Organisational Development
- Risk Management & Business Continuity
- Legal & Contractual Matters.
- Premises & Information Communication Technology
- Health, Safety & Welfare Management and Safeguarding
- Business Transformation & Operational Excellence
- Student Experience
- Glasgow Clyde Student Association Collaboration

Additionally, the COO will:

- Act as a representative for the Principal & CEO, as directed.
- Serve as a senior advisor to the Principal across all corporate activities.
- Lead the development of the College's financial sustainability strategy.
- Foster effective relationships both internally and externally.
- Collaborate with the Regional Strategic Body and contribute to the Glasgow Regional Outcome Agreement.

Main Duties

In this critical role, the COO will undertake the following main duties:

- **Strategic Leadership:** Provide strategic direction for key resource functions, including Finance, Estates and Facilities, ICT, Organisational Development, Human Resources, Learning and Development, Healthy and Safety and Student Experience
- **Business Transformation:** Lead the College Business Transformation programme to streamline business systems, reduce duplication, and enhance efficiency.
- **Financial Stewardship:** Take charge of the College's financial planning, accounting, and financial stability, ensuring adherence to robust financial management practices and contract compliance.
- **Budget Management:** Oversee the preparation of financial documents and manage the College budgets, aligning with the College's strategic, financial, and business plans while upholding financial and legal obligations.
- **Capital Investment:** Lead the long-term plan for capital investment and play a strategic role in the College's capital building projects, ensuring they align with our business objectives.
- **Risk Management:** Manage strategic and operational risks through effective processes, systems, and practices.
- **Contract and Procurement:** Oversee contracts and procurement to maximise value for the College.
- **Legal and Compliance:** Manage all legal, contractual, and insurance matters affecting the College.
- **Estates Management:** Be responsible for the development and management of the College estate strategy, including planning and major project evaluation.
- **Board Support:** Provide support to the Board of Management and its Clerk, including requirements of the Audit Committee, Finance & Resources Committee, and other pertinent committees.
- **HR Oversight:** Monitor the performance of human resources, payroll, industrial relations functions, and learning and development functions.
- **Health and Safety:** Be accountable for the College's Health and Safety function.
- **ICT Strategy:** Lead the development and maintenance of the ICT Strategy to ensure a reliable, secure and resilient technical infrastructure that aligns with the needs of key stakeholders while embracing new technologies.
- **Business Continuity:** Develop and maintain effective arrangements to ensure the College manages emergency situations which impact on the ability to delivery day-to-day services.
- **Student Support Services:** Lead the strategic development of student support services ensuring that they are comprehensive, inclusive and of exceptional quality. Take the lead on policy development related to student issues.
- **Student Welfare:** Provide oversight for the support and enhancement of a fully integrated, professional welfare service for students fulfilling the College's duty of care.

General Responsibilities

- Exemplify the College Values and adhere to its Leadership Charter, serving as a role model.
- Provide valuable insights, expert guidance, and uphold the highest professional standards.
- Proactively foster collaboration with both internal and external partners to maximise the College's development opportunities.
- Stay informed about current developments relevant to the College's activities and future direction.
- To comply with, and implement, the College's health and safety policy.
- To take responsibility for ensuring the health and safety of self and others within, and associated with, the College, ensuring that risk assessments are carried out and safe working practices are adhered to at all times.
- Champion and promote Equality & Diversity across all facets of college operations.
- Effectively oversee relevant areas and ensure the identification and provision of appropriate training and development opportunities to enhance employee performance.
- Safeguard the confidentiality of information concerning learners and fellow staff members.
- Understand and comply with the requirements of the GDPR and the Freedom of Information Act.
- Fulfill any other responsibilities as required by the Principal & CEO, commensurate with the role.

PERSON SPECIFICATION
CHIEF OPERATING OFFICER

Attributes & where evidence for these will be sought	Essential	Desirable
Education, Qualifications & Training (Evidence will be sought from your CPD Record)		
SCQF Level 10 (Honours Degree or Equivalent)	√	
ACA, CIMA, ACCA or CIPFA	√	
Evidence of CPD	√	
SCQF Level 11 (Post Graduate Management Qualification)		√
Experience & Knowledge & Skills (Evidence will be sought from Section 8 of the “Application for Employment” form and by interview questions).		
Several years experience at a senior leadership level contributing at a strategic level, with evidence of management of Financial and Human Resources.	√	
Evidence of contribution to academic development projects in the FE/HE sector.		√
Evidence of involvement with successful management of change at organisational level	√	
Awareness of the principles of risk management and ability to manage the organisations Risk Management Framework	√	
Established profile in the FE/HE sector.		√
Comprehensive understanding of the FE/HE sector, particularly in terms of the relationship with relevant Scottish Government, external agencies and awarding bodies.		√
Skills (Evidence will be sought as part of the interview process)		
Highly developed leadership, managerial and task management skills.	√	
Strategic problem-solving abilities.	√	
Excellent interpersonal and networking skills.	√	
Excellent written and oral communications skills within a highly demanding and complex area with the need to transfer highly complex information to a wide variety of audiences.	√	
Significant advocacy, negotiating and influencing skills.	√	
Circumstances (Evidence for this will be sought by Interview Questions)		
Ability to attend external meetings and events which may have disruption on leisure time.	√	