

Role Descriptions: Executive Director and Director of Finance and Resources

GCRB Executive Director	GCRB Finance and Resources Director
<p>Job Purpose</p> <p>Lead regional strategic and curriculum planning and provide strategic and corporate leadership for the delivery of a regionally coherent and high quality college education service which seeks to improve the economic and social well-being of the localities of its colleges.</p> <p>Take overall responsibility for the allocation of funding made available to the region, with a responsibility equivalent to that of an '<i>Accountable Officer</i>' for an annual budget of circa £100 million, and ensuring that any funding is used as economically, efficiently and effectively as possible.</p> <p>Take overall responsibility for the management of strategic and operational risks across the Glasgow College Region and to be accountable for the achievement of regional strategic objectives.</p> <p>Responsible for ensuring that GCRB meets in full in statutory and regulatory obligations, including leading the development of an effective governance framework within a complex regional structure which delivers strategic objectives and provides assurance on the use of significant public budgets.</p> <p>Lead the development of collaborative relationships at both a national and regional level, and related working practices essential to both the delivery of the strategic ambitions for the region and to fully meet GCRB's statutory functions.</p>	<p>Job Purpose</p> <p>Lead regional financial strategy development, supporting the long-term financial sustainability of the region's colleges and ensuring that funds made available to the region are used as economically, efficiently and effectively as possible.</p> <p>Responsible for the GCRB's financial planning, accounting and financial stability, ensuring a robust framework of financial management to meet the requirements of GCRB's strategic, financial and business plans and its financial and legal responsibilities.</p> <p>Responsible for leading, in collaboration with the Executive Director, the development and implementation of funding arrangements for the assigned colleges to a total value of circa £100 million and ensuring that these deliver regional strategic goals and achieve best value.</p> <p>Lead regional planning of estates and resource use, ensuring that college services are delivered in support of regional strategic objectives and provide high quality learning environments and efficient and effective use of available resources.</p> <p>Lead the development of collaborative relationships at both a national and regional level, and related working practices essential to both the delivery of the strategic ambitions for the region and to fully meet GCRB's statutory functions.</p>

GCRB Executive Director	GCRB Finance and Resources Director
<p>Role Specification</p> <p>Lead the development and implementation of a regional strategy for college education in the context of GCRB's statutory roles and national/regional policy objectives and stakeholder interests.</p> <p>Lead the planning and monitoring of college curriculum and service delivery to ensure that it has regard to economic, social and stakeholder needs and improves regional economic and social wellbeing and report on progress to the Board.</p> <p>To lead regional activity which supports the joint planning of curriculum portfolio across the region, supporting the development of a strategic, regional approach to portfolio review and workforce development based on local, regional and national needs.</p> <p>Take overall responsibility for the development of regional funding arrangements and resource use to ensure that the funds made available to the region are used as economically, efficiently and effectively as possible and are aligned to best support regional strategic objectives.</p> <p>Lead the analysis, consultation and agreement on the translation of the Board's strategic objectives into operational plans and outcomes (including the Regional Outcome Agreement) that will be delivered through the assigned colleges and/or other partners.</p> <p>Lead the development and implementation of arrangements to monitor the performance of the assigned colleges, including monitoring or assessing the quality of education provided by its colleges and monitoring the impact</p>	<p>Role Specification</p> <p>Responsible for GCRB's financial planning, accounting and financial stability, ensuring a robust framework of financial management and contract compliance and that GCRB achieves maximum value for money.</p> <p>Lead the development of arrangements which deliver GCRB's financial and funding responsibilities and which ensure that proper control and audit systems are in place.</p> <p>Responsible for regional financial planning, production of financial documents and management of the regional budgets to meet the requirements of the region's strategic, financial and business plans and ensuring the region meets its financial and legal responsibilities.</p> <p>Lead the development of strategic initiatives designed to improve economy, efficiency and effectiveness in the management or operations of any of its colleges.</p> <p>Responsible for the development of regional arrangements which monitor and review regional finances and provide evaluative reports to GCRB highlighting risks and identifying mitigating actions.</p> <p>Responsible for leading collaborative activity to develop regional funding approaches which align to delivery of regional strategic goals and which improve the efficient use of regional funds.</p> <p>Lead the strategic management of the regional estate and the provision of high quality learning environments, including responsibility for the delivery</p>

<p>which providing that education has on the wellbeing of the students and former students of its colleges, the localities in which its colleges are situated, and Scotland.</p> <p>Lead and promote collaborative work with staff in the assigned colleges on regional strategic planning and delivery in areas including (but not limited to) funding, curriculum, learner journeys and transitions, quality, student support, estates, resource management, and regional and national skills requirements.</p> <p>Take overall responsibility for the management of strategic and operational risks across the Glasgow College Region through the design and development of processes, systems and working practices that enable the identification of risks and provide effective risk management.</p> <p>Build close, collaborative relationships with the assigned colleges to achieve an enhanced impact and ensure effective engagement with institutional stakeholders (such as SFC and Scottish Government) and other regional/national leaders with an interest in (for example) pre and post 16 education, skills, economic development, community planning, social inclusion and other areas related to the regional objectives of the Board.</p> <p>Lead the development of an effective governance framework within a complex regional structure that delivers the right outcomes and provides assurance on the use of significant public budgets.</p> <p>Represent the Board in a wide variety of environments with significant opportunities to influence major stakeholders.</p>	<p>of major strategic projects.</p> <p>Lead collaborative activity to enhance the regional internal control environment, including improving the alignment of internal audit and risk management functions.</p> <p>Provide effective liaison and support to the Board of Management including managing the requirements of the Audit Committee of the Board and other committees where appropriate.</p> <p>Lead, in collaboration with the Executive Director, the management of strategic and operational risks across the Glasgow College Region through the design and development of processes, systems and working practices that enable the identification of risks and provide effective risk management.</p> <p>Build close, collaborative relationships with the assigned colleges to achieve an enhanced impact and ensure effective engagement with institutional stakeholders (such as SFC and Scottish Government) and other agencies related to the financial management and efficient use of regional resources (including college bankers, insurance brokers, Inland Revenue, and Customs and Excise).</p> <p>Represent the Board in a variety of environments with significant opportunities to influence major stakeholders.</p>
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GCRB Executive Director	GCRB Finance and Resources Director
<p>Person Specification</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Degree level qualification <p><u>Knowledge and Experience</u></p> <ul style="list-style-type: none"> Track record of operating effectively at a senior level in a complex strategic environment with significant budget, performance and governance responsibilities Responsibility for strategic leadership and successful delivery of high level operational objectives. Experience of leading transformational change processes and significant strategic and operational development projects. Experience of high level financial management and the ability to work with financial information for decision making purposes. Experience of leading risk management within a complex operating environment. Comprehensive understanding of the FE/HE sector, particularly in terms of curriculum planning and delivery, quality enhancement and relationships with relevant external agencies. Experience of leading collaborative teams in complex environments and successfully developing both formal and informal relationships to successfully deliver operational objectives. Understanding of and commitment to good organisational governance. Experience of working autonomously while meeting diverse stakeholder needs Experience of working in partnership to deliver local regeneration and economic development. Experience of working to a Non-Executive Board. 	<p>Person Specification</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Degree level qualification ACA, CIMA, ACCA or CIPFA <p><u>Knowledge and Experience</u></p> <ul style="list-style-type: none"> Several years' experience at a senior management level, leading and contributing to the strategic development of the organisation. Experience of financial management at senior management level and leading and managing areas of financial complexity, including responsibility for accounting and financial management policies. Responsibility for the preparation and presentation of financial information at senior management and board level. Experience of developing and implementing effective governance and controls over financial operations, including the setting and monitoring of significant college budgets. Experience of managing financial information systems and ensuring that financial policies and procedures are robust and fit for purpose Undertaking financial analysis and inputting into the assessment of strategic and operational planning to ensure that financial risk is identified, assessed and mitigated. Evidence of leading significant organisational change, particularly in relation to efficiency and resource orientated projects. Experience of leading risk management within a complex operating environment. An understanding of the legislative framework within which the Glasgow Colleges' Regional Board (GCRB) operates. Understanding of and commitment to good organisational

- An understanding of the legislative framework within which the Glasgow Colleges' Regional Board (GCRB) operates.
- Practical knowledge of the college sector gained from direct FE/HE experience.

Skills

- Leadership skills that inspire and motivate others to develop and deliver shared objectives.
- Strategic problem solving abilities.
- Financial management skills appropriate to the significant scale of the budget.
- Strong analytical skills that enable the translation of complex strategic intent into deliverable actions.
- Excellent relationship and communication skills (including effective negotiation & influencing).
- Change management skills.
- The ability to identify and manage the needs of a diverse range of stakeholders.
- 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.

governance.

- Comprehensive understanding of the FE/HE sector, particularly in terms of resource management and relationships with relevant external agencies.

Skills

- High level financial skills and commercial awareness.
- Highly developed leadership, managerial and project management skills.
- Leadership and strategic management and problem solving skills.
- Excellent relationship and communication skills, including effective negotiation & influencing.
- Strong analytical skills that enable the translation of complex strategic intent into deliverable actions.
- Flexible and able to work within a rapidly changing environment.
- 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.