

JOB DESCRIPTION - Last Revised January 2013

JOB TITLE: Assistant Principal, HR & Business Development

SECTION: Executive Management Team

REPORTS TO: Principal & Chief Executive

MAIN PURPOSE OF JOB

This Assistant Principal has responsibility for the HR, Marketing & Business Development Directorates. As a member of the Executive Management Team, the Assistant Principal, HR & Business Development, is required to:

- a) support the Principal in the overall leadership and management of the College
- b) contribute to relevant Board of Management and Committee discussions and meetings
- c) take the lead in developing and maintaining an effective and efficient HR service
- d) take the lead in developing and maintaining an effective and efficient Marketing & Business Development function
- e) positively contribute to the strategy, leadership, culture, ethos and management of the College

MAIN DUTIES

- Provides line management of the: Director of Marketing and Business Development; HR Manager; Workforce Planning & Development Manager and Senior HR Assistant
- Develops appropriate insights and solutions, based on a robust understanding of the College and its operating environment (internally and externally)
- Ensures HR, Marketing & Business Development strategies are appropriately developed and aligned to strategic needs and enhance College performance
- Provides proactive, insightful leadership, acting as a role model to others
- Ensures the College is appropriately structured to deliver its strategic objectives in the long and short term and that any change is managed effectively
- Ensures the College has workforce necessary to secure its strategic ambition and short term objectives, taking appropriate steps to develop and enhance, skills, performance and flexibility, within the necessary financial parameters
- Develops, through partnership working, a culture of trust, mutual respect and understanding which encourages all staff to be highly committed to the College, its strategy and continuous enhancement
- Develops pay and conditions and supporting mechanisms which, whilst affordable and equitable are consistent and supportive of the College strategy, rewarding and recognising critical skills, experience and behaviours
- Encourages all staff to aspire to high standards of professionalism and performance, with a commitment to flexibility, knowledge sharing and continuous professional development
- Develops and implements robust people management and development policies, practices and management systems which support strategic and operational activity

- Develops mechanisms which enable the ongoing assessment of current and future staffing and skills needs, to enable the College to achieve its strategy
- Ensures formal communication mechanisms and the relationships between the College and staff is appropriately managed within a clear and transparent framework underpinned by appropriate policy and practice in keeping with relevant legislation
- Leads and support consultation and negotiation exercises on policies, terms and conditions at all levels
- Ensures the delivery of HR services including information is accurate, efficient, timely and cost effective and that HR data is managed robustly and sensitively
- Leads and contributes to College meetings and structures as required, including chairing the Operational Management Group and Business Development Committee
- Represents the College externally ensuring the college leadership is kept abreast of national and regional developments and that strategic aims are developed in response to the external context
- Takes a lead role in establishing a strategic direction for business development and marketing, ensuring that the college takes advantage of business development opportunities and develops and maintains a high profile locally, regionally and nationally
- Influences and oversees the development and monitoring of HR, Marketing & Business Development operational plans and supporting evaluative mechanisms
- Manages HR, Marketing & Business Development budgets and revenue targets
- Ensures compliance with relevant College wide practice, within HR, Marketing & Business Development in particular, eg Health & Safety
- Oversees the production of reports and data as required by the Principal, Senior Management Team, Board of Management and other relevant bodies
- Advises on equality and diversity issues, particularly those relating to staffing
- Acts as Freedom of Information Officer for the College, ensuring the College meets its legal obligations in relation to FOI, including the maintenance of adequate records
- Manages personal professional development with support from the Principal
- Carries out such other duties as may reasonably be decided from time to time by the Principal and the Board of Management

SALARY (as determined by the Board of Management)
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<p>This Job Description is subject to review as part of the appraisal of the College. This is a description of the job as it is at present constituted. It is the practice of the College to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will therefore be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to make reasonable changes to your job description after consultation with you.</p>
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I agree that this job description is an accurate reflection of my post.

I agree that in the event of my job description being subject to review, I will be consulted during the process.

Signed Date
(Job Holder)

Signed Date
(Line Manager)

PERSON SPECIFICATION

- Relevant degree level qualification with full membership of the Chartered Institute of Personnel & Development
- Comprehensive HR and broader senior management experience
- Experience of successful change management
- Experience and understanding of employee relations matters and the development and maintenance of positive trade union relations
- Excellent communication skills, both written and verbal
- Ability to motivate managers and staff, whilst providing strong leadership within a changing environment
- Excellent organisational skills
- A proactive approach to continuous improvement and enhancement
- The commitment and vision to contribute positively to the development of the College and achievement of strategic objectives