



JOB DESCRIPTION

JOB TITLE : **CHIEF EXECUTIVE AND PRINCIPAL**

RESPONSIBLE TO : The Chair of the Corporation

INTRODUCTION

To provide leadership and direction, ensuring that the College achieves its strategic aims and objectives, for the benefit of staff, students and the community. This will involve, in particular:

- Providing the Board of Governors with the senior professional advice, in both strategic and operational terms, necessary for the management of the College's relationship with external stakeholders.
- Implementing decisions of the Board of Governors, to ensure the academic integrity of the College.
- Ensuring that all activities are properly managed and controlled.
- Providing a comprehensive service through efficient and effective oversight and development of the College.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Be accountable for all financial matters ensuring the achievement of appropriate funding, value for money, probity and the highest professional standards.
- Be responsible to the Board for producing business plans, setting targets, preparing and managing budgets and producing regular reports on performance.
- Be responsible for the academic excellence of the College.
- Be responsible for risk management and the financial performance of the College.
- Be responsible for maintaining an ethos of quality and continuous improvement throughout the College.
- Chair senior staff appointments panels and manage the performance of senior staff.
- Keep under review the organisational structure and operating systems within the College and, when Appropriate, propose any amendments.
- Be responsible for staff discipline in the College and conduct disciplinary and grievance hearings when required.
- Be responsible for the management, development and appraisal of staff in the College.
- Ensure effective communication with all staff and students in the College.
- Be responsible for student welfare and discipline.
- Be responsible for all matters of health and safety and Equal Opportunities in the College within the context of its policies and procedures.
- Maintain effective links and joint working, as appropriate, between the College and strategic partners, including the local community.
- Provide appropriate services and reports to the Board of Governors and relevant Committees/Boards, including updating the Board on a regular basis, or as required, on College performance and important matters affecting the FE sector.
- Ensure that all data and reports required for statutory and other purposes for external and internal agencies are of the highest quality and are provided in an accurate and timely manner.
- Publicly promote, internally and externally, the achievements and positive performance of the College, so as to enhance its reputation and image.
- Undertake such other duties as are within the scope and spirit of the job purpose and role, the title of the post and its standing.