**Chief Operating Officer**

**Competitive Salary**

An exciting opportunity is available to join Nescot as the Chief Operating Officer (COO). The role will lead on the college’s finances and resources, ensuring sustainability and growth at a dynamic and innovative college situated in Surrey. The Chief Operating Officer will be a Senior Postholder and will work closely with the CEO/Principal, Executive Leadership Team (ELT) and Governors as well as managing a large team and portfolio.

The Chief Operating Officer will be responsible for implementing the strategic business planning process and investment and change programmes for Nescot. The postholder will ensure the legal and statutory requirements placed on the college by the ESFA and other funding bodies achieve full compliance. You will also have responsibility for: Finance, ICT, Data, Estates, Risk Management and Customer Engagement – including Sales, Marketing and Commercial. You should be a highly skilled and motivated individual with experience in a senior management team, with direct experience in managing budgets and resources within complex organisations. The successful COO will have demonstrable success in business and scenario planning. You will have a passion for education and training and proven ability to motivate and inspire others.

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all areas. We are a standalone college on a beautiful single campus in Epsom and not part of a wider college group. The report recognised that students “enjoy their courses and are motivated to succeed” and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff and leaders have in place “an effective policy for safer recruitment.”

Please submit your CV and Covering Letter to Apply.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**\*Please note that we have the right to interview candidates before the application deadline\***

**Closing Date is Monday 19th June Midday**

**Interviews will be held on Tuesday 27th June**

**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Chief Operating Officer (COO) |
| **Responsible to:** | Chief Executive and Principal and the Corporation as a Senior Postholder |
| **Responsible for:** | Finance and Procurement, Health and Safety, IT & Data and Sales, Marketing and Commercial |
| **Salary Grade:** | Management |

|  |
| --- |
| **Job Purpose:** |

As a Senior Postholder and member of the College Executive Leadership Team (ELT), the Chief Operating Officer (COO) will work closely with the Principal & CEO, who is also the Chief Accounting Officer, to advise ELT and the Corporation on the finance and resources of the College, ensuring long term sustainability and to shape and deliver the College’s strategic objectives and targets. The Postholder will work collaboratively with the wider Directorate team and provide strong leadership to their management teams.

Specifically, to have corporate responsibility for\*:

* Finance
  + Procurement
* ICT & Data
  + MIS (College data management and student records systems)
  + Funding
* Estates
  + Health and Safety
  + Capital bids
* Risk Management
  + Internal Audit
  + External Audit
* Customer Engagement
  + Commercial
  + Sales and Business Engagement
  + Marketing & Admissions
* General Data Protection Regulation (GDPR)

*\* See structure chart at the end of the document*

|  |
| --- |
| **Main Duties and Tasks:** |

**Main Duties**

* Lead on all aspects of the College’s financial planning through the implementation of the strategic business planning processes, investment and change programs. Work within the guidelines set by the Corporation and external funding bodies, to enable strategic objectives to be met.
* Ensure the implementation of an internal financial control framework which ensures that the College meets statutory, regulatory and corporate governance requirements, which reflects best practice and the values of the College.
* Lead on and manage diverse funding streams, the interpretation of the funding methodology and to manage associated accountability and risk management.
* Provide advice and guidance on financial and data matters (supported by the Finance Director and Head of MIS) to the Principal & CEO, ELT, Directorates and Governors including budgets and termly updates to forecasts.
* Ensure the legal and statutory requirements placed on the College by the ESFA and other funding bodies achieve full compliance, including those in respect of audit and data returns and legal compliance with data sharing.
* Develop management and student information systems/services to support effective decision-making and reporting against KPIs.
* Ensure efficient and effective deployment of resources, working closely with the Principal & CEO, ELT, the Directorate and wider management teams.
* Ensure the College’s Estate remains fit for purpose, ensuring all legal and statutory compliances are adhered to and the Estates and Sustainability Strategies are kept current. Develop a masterplan for the estate.
* Report to the Corporation and its committees ensuring governors are provided with accurate information to inform strategic decision-making and to review KPIs.
* Develop and enhance student/customer services and experience, including sales, marketing, communications, admissions and enrolment processes/services, enabling strong recruitment and management of the customer experience and journey.
* Working with professional advisors, update governors on all investments, management of funds and taxation issues and ensure that the College’s Policies and Practices comply with all regulatory requirements.
* Provide advice and guidance on commercial opportunities and generation of income for the College and to progress these where directed.
* Ensure a safe, healthy and sustainable environment for all customers.
* Lead on the College’s Business Continuity and Disaster Recovery Systems.
* Oversee the College’s IT Strategy working with the Director of IT and Data to ensure security and compliance in the College’s cyber and on-site environments.
* Liaise with external and internal auditors to ensure the effective audit of the College on time and with appropriate action to meet auditors’ requirements.

**Tasks:**

* Propose an annual budget to the Corporation, present management accounts, financial forecasts as required by the ESFA and monitor performance against forecasts/plans, providing regular reports and advice to ELT and Corporation.
* Ensure compliance with all statutory and contractual requirements including the terms of the ESFA Financial memoranda, producing timely and accurate reports and financial data to meet these requirements and to satisfy audit purposes.
* Ensure the financial implications of the ILR returns and other funding body requirements are disseminated to the Corporation, ELT and other staff.
* Ensure compliance with the College's Financial Regulations and Processes and safeguarding of college assets, including their review and dissemination.
* Lead and develop outstanding student/customer support services through effective systems and process development, staff motivation, development and succession strategies to ensure a culture of continuous improvement and innovation, benchmarked against best practice.
* Lead on the management and assessment of risk and manage the mitigation of such risks with support from ELT and Directorate Teams, and chair the Risk Management Action Group.
* Chair the Health & Safety Committee and Sustainability Group and other meetings as directed by the Principal & CEO.
* Work with the nominated Data Protection Officer to ensure regulatory compliance with the General Data Protection (GDPR) legislation.
* Represent/deputise for the Principal & CEO at external meetings, furthering the reputation of the College and building strong links with sector professionals.
* Deputise for the Principal & CEO in all of their duties including the management of the College, together with the other ELT members in her absence.
* Work collaboratively with ELT to develop an innovative and entrepreneurial culture built around the College’s values and that delivers the College’s Strategic Plan.
* Determine, with ELT, the best use of resources and staff to meet conflicting demands in the curriculum and other priority areas. Lead on any capital bids.
* Attend relevant Corporation and Sub-committee meetings and prepare and report regularly on selected performance indicators as agreed with the Principal & CEO.
* Maintain effective relationships with external organisations e.g., validating and funding bodies, schools, stakeholders and other appropriate organisations.
* Such other duties as may be reasonably requested by the Principal & CEO or the Corporation.

|  |  |  |
| --- | --- | --- |
| **Personal Development:** | | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students | | |
| **Equality and Diversity and Nescot Values:** | | |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College and ensure compliance in all areas of responsibility. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity, British Values and Nescot values. | | |
| **Safeguarding and PREVENT Responsibilities:** | | |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | | |
| **Additional Duties:** | | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. | | |
| **Health and Safety:** | | |
| * To take responsibility for the management of health and safety within the areas managed in accordance with each College’s Health and Safety Policy, and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College’s safety specialist to ensure a safe working environment for learners and staff. * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * Copies of Nescot’s Health & Safety Policy are available on the staff intranet SharePoint. | | |
| **Annual Leave:** | | |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in college.  This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  *This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.*  *The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.* | | |
| **Person Specification – Chief Operating Officer** | | |
|  | **Essential** | **Desirable** |
| **Experience** | At least 3 years’ experience in a Senior Management Team at Assistant or Vice Principal level working in education (or equivalent from other sectors)  Direct experience of strategic thinking and planning processes to drive efficiencies and growth  Experience in managing multi-million-pound budgets within a complex organisation  Experience of implementing significant finance, building or systems change projects  Demonstrable success in financial and scenario planning in a similar environment  Relevant experience in management of other senior managers in different disciplines e.g. Property/Estates, IT, Sales/Marketing or Management Information departments. | Relevant senior experience in managing Finance and understanding funding within Further Education.  Proven success in securing additional funding and/or capital bids |
| **Skills and Abilities** | Financial and Strategic planning  Excellent communication skills, both written and verbal  Crisis Management  Ability to commission, use and interpret management information and performance data  Strong organisational skills & the ability to plan, monitor and evaluate at a strategic level  Proven ability to negotiate with, and influence, a variety of individuals and organisations at a local, national and regional level  Excellent interpersonal, communication and partnership building skills for working in a complex multi stakeholder environment  Ability to communicate the innovation and enterprise vision to staff | Understanding of the challenges and opportunities facing the FE Sector around recruitment of learners and employers  Knowledge of the local economy and area  Asset Management  Energy management and sustainability |
| **Qualifications** | A degree/equivalent professional qualification or relevant equivalent experience  Evidence of Continued Professional Development (CPD) | Professional qualifications in Finance at level of Chartered Accountant (or working towards)  A Management Qualification |
| **Personal Qualities** | A passion for education and training and its ability to change people’s lives.  An innovative and creative mind to be part of the team to achieve excellence for the college, its learners and community  Resilience and the ability to cope with pressure and difficult situations  Well-organised and works autonomously  Proven ability to motivate and inspire others as a leader and ambassador  Strong problem-solving capabilities  An understanding of and commitment to Equality, Diversity and Inclusion, Prevent and a values driven organisation  Commitment to safeguarding and promoting the welfare of students  Commitment to continuing professional development  The required health and physical capacity to carry out the relevant management activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010 |  |

`

**Structure Chart**