

Post:	Project Director
Place of Work:	This role is based at Dartford, but the nature of the work will require travel to any of the College sites, especially Hadlow.
Hours of Work:	37 hours per week (Monday to Friday) / 52 weeks per annum
Salary:	£60,000 – 65,000 per annum
Duration:	Fixed Term appointment to 31 July 2023
Accountable to:	Principal

Summary:

Supporting and being part of the SLT team, the post holder will project manage and co-ordinate significant improvement projects across the College, arising primarily from the acquisition of Hadlow College and West Kent College on 1 August 2020 by North Kent College. Projects will cover a wide range of delivery including Estates, IT, systems, and procedures related projects.

Duties, Responsibilities and Accountabilities:

1. To ensure the cost-effective, successful and timely delivery of all College improvement projects.
2. To build effective working relationships within the College, and external to it, with key stakeholders.
3. To establish timeframes and milestones on a Project by Project basis, keeping plans up to date and relevant through to completion.
4. To co-ordinate steering group meetings for each Project, detailing and recording progress.
5. To provide regular communications via briefing documents for each Project's SLT Lead Sponsor to inform Governors of progress on each Project.
6. To attend Governors' meetings as appropriate.
7. To provide support, and where necessary challenge, to Managers in their respective contributions to the Project.
8. To make suggestions and contributions to the running of the Projects to the Principal.
9. To develop and maintain effective liaison and collaborative working arrangements with external agencies to support Projects.
10. To represent the College in key internal and external meetings, with and alongside members of the College Management Team, in order to support the success of each Project.
11. To provide regular updates on progress to the Senior Leadership Team.
12. To liaise with various College Departments and Managers as necessary in the planning and implementation of the Project activity.
13. To work with College Advisors (e.g. Internal and External Auditors) as necessary.
14. To comply with any rules and regulations which the Corporation may from time to time issue, maintaining the highest professional standards in the delivery of all projects.
15. Any other reasonable duties as directed by line management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL √	DESIRABLE √	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Degree or relevant management qualification		√	Application / Interview
(2) Knowledge to include:			
Key components of successful project management and the ability to apply these	√		Application / Interview / Task
How to prepare plans and reports for consideration at a senior level within an organisation	√		Application / Interview / Task
Good understanding of national developments and initiatives impacting the FE sector		√	Application / Interview / Task
(3) Experience to include:			
Significant project management experience	√		Application / Interview / Task
Must be able to demonstrate strong commercial awareness and cost control ability with a proven track record in this area	√		Application / Interview / Task
Demonstrable professionalism, credibility and authority in managing internal and external relationships	√		Application / Interview / Task
Proven experience of coordinating Managers and Teams in target related activities	√		Application / Interview / Task
(4) Skills and Attributes to include:			
Proven ability to develop positive relationships with colleagues and third parties	√		Application / Task / Interview
Must be technically competent with the ability to set and track project milestones and deliverables	√		Application / Task / Interview
Proven ability to provide vision, leadership, motivational, and negotiation skills	√		Application / Task / Interview
Excellent interpersonal and communication skills with the ability to change ideas into reality	√		Application / Interview
Self-motivated with an ability to achieve results under pressure, to challenging deadlines and to prioritise competing demands	√		Application / Task / Interview
Excellent systems and IT skills	Y		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____