 Portland College	Role Profile
Job Title	Advanced Management Apprentice Corporate Services


Salary range	£45,000 on appointment + benefits
Contract	Permanent
Main location	Portland College
Hours and basis	37½ per week, some flexibility required
Reports to	Assistant Principal Corporate Services
Date of issue	3 rd June 2020

Why Portland College needs this role

Corporate Services ensure Portland College can deliver its core mission by delivering pro-active, high quality support functions. Executive leadership of the College's finances, providing financial and other assurance to all internal and external stakeholders that our services are delivered lawfully, safely and are transparent in accounting for the use of public, charitable and individual funds. The role offers considerable scope for fostering innovation in how our corporate services are delivered and to create new delivery partnerships.

What you will be doing

- Deliver inspirational and effective leadership and management in across whole-College support functions including finance, human resources, information and communication technology, facilities and catering.
- Develop the quality of our corporate services to meet the needs of all of our stakeholders and achieve core College Plan objectives.
- Provide leadership and innovation to the continual review of professional services delivery including exploration of partnering, shared services and e-enabled services and the development and delivery of service level agreements across all service areas.
- Work with the Senior Management Team, Leadership Forum and Governors to define strategic objectives and support implementation plans.
- Lead the Risk Management strategy for the College and take prime responsibility for reporting.
- Support the College Safeguarding Lead by promoting equality and ensuring inclusion for all stakeholders and meeting our obligations under Prevent and Fundamental Values.
- Support current strategic business development initiatives and identify new possibilities to ensure the College remains viable, flexible and responsive to business drivers.
- Support outcomes for learners and citizens through the provision of high quality internal work placements and general resources.
- Sustain and enhance key relationships with external stakeholders and third party providers.

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- Review and develop selected College Policies and Procedures and lead staff by example in adhering to all Policies and Procedures.

Key results we want to see from this role

- Achievement of key financial objectives, specifically a published accounting surplus within an agreed timeframe.
- Internal service users and other stakeholders rate service delivery as outstanding
- Key kitemarks (e.g. Disability Confident) are maintained
- Deployment of resources to achieve cost centre targets
- Key corporate obligations (e.g. filing annual accounts) are always fulfilled within prescribed periods.

Dimensions of the role

- Direct line management of departmental/team managers (5)
- Cost Centre Manager (currently £1.9 million expenditure annually)
- Responsibility for circa 30 staff
- Spending authority up to £10,000 virement (non-cash items)

Key work relationships

- Attends Senior Management Team
- (Eventual) line management of departmental/team heads (5 direct reports)
- Attends some meetings of the Board of Governors
- External stakeholders such as Local Authorities, Funding Agencies, Charity Commission, Companies House

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.