



APPOINTMENT OF HEAD OF DIGITAL INNOVATION & PROJECTS – REF 221156R1

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District. Our main Leyland campus is home to over 6000 learners and 650 staff.

It is an exciting time in the development of our cross-college Digital Strategy, which will include a review of numerous college processes as well as the introduction of a new Student Records System, all with the aim of improving organisational efficiency and providing the best possible service to our students.

This new role provides the opportunity for an experienced IT project manager to join our high-performing college management team to lead the introduction and implementation of a new Student Records System at the college (such as Advanced ProSuite, Tribal EBS or other sector-leading software), as well as developing and driving forward our over-arching Digital Strategy.

These two projects will be the primary responsibilities of the successful candidate for at least the next two years, after which further innovations will be identified.

You will take a pro-active and hands-on approach applying appropriate project management approaches across product and project assuring all aspects of the delivery, coordinating staff and resources across all aspects of the college.

You will be educated to at least degree level or have extensive relevant experience and are likely to have a relevant professional accreditation.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This role is based at the Leyland campus.

Clare Russell
Principal & CEO
Russell.c@runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE: Head of Digital Innovation and Projects – Ref 221156R1

UPDATED: November 2022

RESPONSIBLE TO: Assistant Principal Quality

The description of key duties is a guide to the work that you will initially be required to undertake. This may be changed from time to time to meet changing circumstances and is reviewed in the Performance Management Process.

	KEY DUTIES
Role Specific	<ul style="list-style-type: none"> • Apply project and change management skills and expertise to help the College achieve the desired change and expected College benefits; with a particular focus on applying Agile techniques to meet the desired outcomes • Lead the College on the introduction and implementation of a new Student Records System (such as Advanced ProSuite, Tribal EBS or other sector-leading software) • Lead the development of the College's Digital Strategy, including all aspects of the College's work • Ensure excellent management of stakeholders to ensure all needs are effectively identified and met • Ensure clear vision for the project and that the value of the project is documented and articulated • Define and document the project approach and plan for delivery, detailing deliverables, timescales and measures of success • Define and document the benefits of the project (quantitative/qualitative), agreeing benefit owners in the College, setting baselines, measures and tracking mechanisms to realise the project benefits • Report and communicate progress against plan and issues to the senior management team, College teams directly involved in delivery of the project and all other stakeholders • Ensure the project is well communicated and the College change deliverables are agreed with all stakeholders • Deliver products that are sustainable into live service
Management of Staff	<ul style="list-style-type: none"> • Initially, this role will not have direct line management responsibilities, but this may evolve depending on the development of the two key projects





Management of Resources	<ul style="list-style-type: none"> Have full accountability for relevant budgets to ensure that the projects are delivered on time and within budget
Quality	<ul style="list-style-type: none"> Be actively involved in the College's continuous improvement culture Ensure that agreed Performance Management Indicators are met Implement the College's quality management framework across all areas of responsibility
College Responsibilities	<ul style="list-style-type: none"> Participate in Performance Management and Professional Development activities as required Value diversity and promote equal opportunities Work within health and safety guidelines and be aware of your responsibilities for health and safety Adhere to College policies and procedures, including Data Protection Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines Along with all members of College staff, manage the behaviour of students Develop and maintain the College ethos of scholarship, high expectations, mutual support and care for students, putting the needs of students first at all times Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C or equivalent	E	Application form
Degree level qualification or extensive relevant experience	E	Application form
Relevant professional accreditation - Project Management Advanced level (such as PMP / Prince 2 Practitioner / Prince2 Agile / ScrumMaster)	D	Application form
Evidence of strong Continuing Professional Development	E	Application form
TRAINING, EXPERIENCE AND KNOWLEDGE		
Experience of successfully delivering and supporting change projects, from initiation through delivery to benefit realisation	E	Application form/ Interview
Experience of developing and maintaining project level schedules, resource plans, budgets and financial forecasts, RAID logs, change requests/logs and status reports	E	Application form/ Exercise/ Interview
Experience of managing multidisciplinary project teams	E	Application form/ Interview
Expert knowledge and practical experience of project, programme and change management methodologies and tools	E	Application form/ Interview
IT literate across core MS O365 applications, including MS Project, and proficient in use of JIRA	E	Application form/ Exercise
Extensive experience of Student Records Systems (such as Advanced ProSuite, Tribal EBS or other sector-leading software)	E	Application form/ Interview



RESPECT

DEDICATION



Experience of Project Management methodologies e.g. SCRUM / KANBAN / Waterfall / Product Delivery	D	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
A commitment to the highest level of integrity and ethical behaviour	E	Interview
Driven by the pursuit of excellence, with a focus on continual improvement	E	Interview
A supportive, diplomatic and adaptable team working style, always aiming to succeed through learning and working collaboratively with colleagues	E	Interview
A strategic management focus, effective at building a shared vision with others, leading them to translate that vision into action	E	Interview
An effective interpersonal style; working with staff, students and all stakeholders with confidence, empathy, patience, honesty and kindness	E	Interview
Effective partnership-working, constantly exceeding stakeholders' expectations and creating new opportunities and partnerships at all levels	E	Interview
Well-developed problem-solving skills; being organised, thinking ahead, understanding and using information to develop effective solutions and working towards smart goals, with determination to see a problem through to a solution	E	Interview
A strong quality focus; aiming for exceptional standards by monitoring, evaluating and seeking continuous improvement	E	Interview
An effective leader of people; using a range of styles and approaches to inspire, work with, and support others to deliver the college vision and strategy	E	Interview
A great innovator; generating and identifying new ideas and turning them into solutions that add value to the college and its stakeholders	E	Interview



Excellent organisational and time management skills with the ability to manage tasks efficiently; resilient and calm under pressure	E	Interview
Excellent presentation skills with the ability to pitch new ideas clearly and inspire confidence	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	£46,460 - £50,500, dependent upon qualifications and competencies - pay award pending.
CONTRACT TERM	Permanent
WORKING HOURS	Full time. You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive 35 days holiday in each holiday year in addition to up to 5 closure days and normal remuneration for all Bank and Public Holidays.
SAFEGUARDING	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.homeoffice.gov.uk/dbs for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.



NOTICE	The appointment can be terminated by giving 3 months' except during the probationary period when it is 1 month.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is **midday Friday 27th January 2023**

Interviews are proposed to take place on **3rd February 2023**

Approved: Clare Russell

Date: 16/11/22



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

//runshawrewards.co.uk and //discountsforteachers.co.uk

- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](https://yourpensionservice.org.uk)
[//teacherspensions.co.uk](https://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing

Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!