

# Loughborough College

## Job Description

### 1. Job Details

Job Title:	Director of Strategic Partnerships and External Relationships
Department:	Executive and Governance
Reporting To:	CEO and Principal
Competency Level:	Leadership 2
Hay Grade:	G9
Date of Job Evaluation:	May 2022
Annual Salary:	circa £70,000 per annum
Date:	May 2022

### 2. Job Purpose

The Director of Strategic Partnerships and External Relationships will be responsible for leading on the College's strategic work with the Local Skills Improvement Plan and its relationship to the curriculum. The role will be accountable for ensuring industry placement targets are met and for growing the College relationships with key stakeholders.

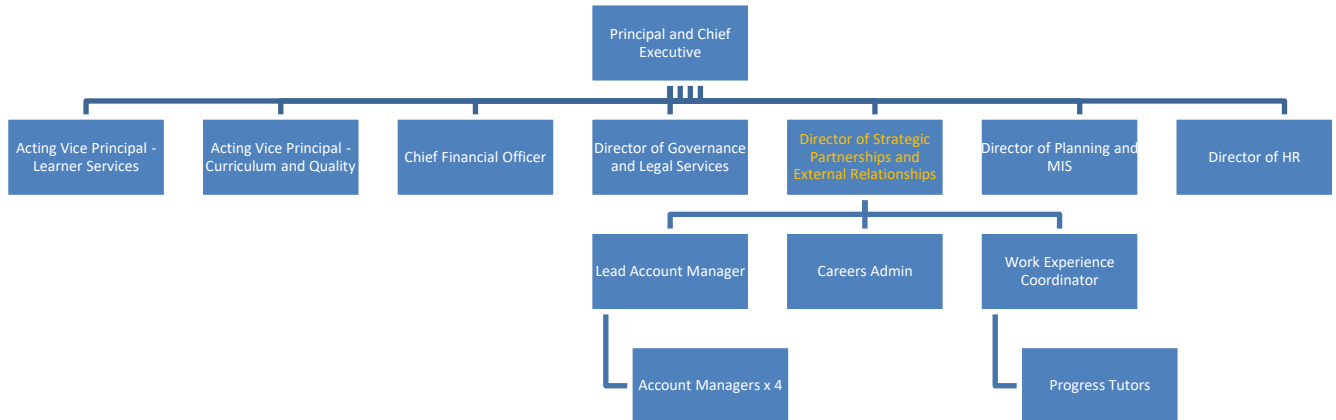
Working with corporate partners, business leaders, local and national educational establishments, parents and members of parliament will be key relationships on a daily basis. Ensuring our curriculum is explicitly informed by skills needs is a key focus of the role. To speak at external events and open days including at weekends and evenings as required.

To work closely with the rest of the College Executive team to shape and manage the strategy of the College as it develops and responds to the changing environment.

### 3. Dimensions

- a) *Capital and Revenue Budgets* – £3.5m plus project management budgets to be agreed
- b) *Staff Numbers* – 5 Direct and 4 Indirect

## 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

**F – Fairness** – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

**R -Respect** – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

**E – Equality** – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

**D – Diversity** – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

**I – Inclusion** – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

**E – Engagement** – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

- Build and enhance external relationships with key stakeholders including employers, blue chip companies, industry bodies, local and national educational establishments and members of parliament.
- Have a high level of influencing capability and the ability to balance competing interests and manage multiple stakeholders with complex and competing objectives
- Identify and prioritise partners based on strategic fit and growth opportunity.
- Manage contract development and negotiations to secure mutually beneficial arrangements that provide an opportunity for long-term growth
- Assess viability of partnerships and support with engaging new partners and renegotiations with existing partners
- Build relationships with local, regional and international partners, funders, regulatory bodies and policy makers
- Provide leadership, ownership and accountability for direct reports ensuring that best practice is adopted and continually improved upon.
- Budget management to ensure that financial performance targets are achieved
- Ensure curriculum is explicitly informed by skills and translate policy into action
- Key lead on Local Skills Improvement Plan
- Accountable for learner placements and apprenticeship growth
- Engage with employers to identify skills needs and liaise with curriculum to address those needs
- Work closely with the other members of the Executive team to drive the College strategy
- Provide effective leadership, management, appraisal and professional development of reporting managers
- To provide regular reports and robust advice to Executive team members and to the Board as required
- Deputise for the Principal & Chief Executive as required
- Any other duties appropriate to this level of post as required.

### Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

Action
<b>Employer Engagement and relationship building</b>
<b>Budget achievement</b>
<b>Staff engagement</b>

**Delivery of projects**

## 8. Key Working Relationships and Communications

**Internal:** All Departments and staff. Loughborough College Corporation

**External:** Employers, Partners, Local authority

## 9. Scope for Impact

- As per key result areas
- Strategy and direction for direct reports

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Builds and leads effective teams; leverages strengths; promotes and enables effective cross departmental working. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Champions and drives through change strategically. Leads team through change with flexibility and pace. Leads a team or department which embraces innovation and continuously improves performance. Sees the bigger picture for the College and sets agenda for team or department accordingly. Creates an effective structure for problem solving in team; develops problem solving capability in team. Makes well-judged decisions where there is difficulty or ambiguity; develops decision making capability in team. Manages people and projects effectively and consistently delivers high quality, on time and to budget.
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
Makes high quality finance and resourcing decisions which add value and focus on the financial sustainability of the College. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Creates a culture which values diversity and prioritises equality and inclusion. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic.
<b>Delivering Excellent Quality</b>	

<p>Uses understanding of current and future needs of customers to help shape the future strategy of the College. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Realises the potential of individuals, teams and the College by creating a high performance culture and continuous improvement. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>
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## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Interview
2.	A degree (or equivalent level professional qualification)	•		Application/ Certificates
3.	Project management qualification or equivalent experience	•		Application/ Certificates
EXPERIENCE				
4.	A successful track record of leading and managing change at a senior level in an organisation	•		Application
5.	Previous experience of successfully leading a business development/commercial function	•		Application/ Interview
6.	Previous experience of successful client/account management	•		Application/ Interview
7.	Previous experience of development of digital skills	•		Application
8.	Successfully building, leading and inspiring teams and individuals	•		Interview
SKILLS & KNOWLEDGE				
9.	Detail oriented whilst seeing the big picture	•		Application/ Interview
10.	Excellent knowledge of the FE and HE sectors and the wider educational issues and policy that would impact on the development of the College		•	Interview
11.	High levels of Literacy, Numeracy and IT skills and the ability to apply them effectively	•		Interview
12.	Excellent communication and interpersonal skills	•		Interview
13.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
14.	Able to work effectively as a member of Executive team	•		Interview
15.	Able to plan and organise to meet deadlines and targets	•		Interview

16.	Challenges traditional ways of working and encourages innovation, creativity and entrepreneurship	•		Interview
17.	Has high and consistent performance expectations	•		Interview
18.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2022 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	