

|  |
| --- |
| **Higher Education Manager** |

|  |  |
| --- | --- |
| **Reporting To:** | Director of Quality |
| **Working Hours:** | Full Time – (37.5 hrs per week) |
| **Salary:** | SCP 36 – 40 (£36,735 - £41,388) |
| Job Code:  | PC M2 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas  |

**Job Purpose**

The Higher Education Manager’s role is to ensure the efficient running of the day to day operations of the HE Central Support functions across the College. The role is be instrumental in ensuring all aspects of the college-wide HE strategy are implemented and achieved, and responsible for delivering a high-quality student experience. The HE Manager will work closely with the Curriculum Managers and Quality team to ensure excellent achievement outcomes which give students the competitive edge when applying for roles in their respective sector.

**Duties and Responsibilities of the Job**

1. **Strategy focus:**

|  |
| --- |
| 1. Inspire and set the vision for HE as part of the college vision and strategic objectives
 |
| 1. Establish clear purpose and direction for HE through working with Curriculum and Programme Managers to develop a three-year curriculum plan
 |
| 1. Working with the Director of Quality, inform, develop and implement college wide HE strategy, and with particular reference to OfS registration and Access and Widening Participation.
 |
| 1. Manage key strategic partnerships for example the college’s HEI partners and other stakeholders
 |
| 1. Lead on the development of annual performance targets against strategic and quality improvement priorities
 |
| 1. In conjunction with Curriculum Managers, ensure new courses/existing are developed in line with College strategy, meet market demand and need (LMI), including the consideration of any relevant professional bodies
 |
| 1. Develop and manage the implementation of the HE Research and Scholarly Activity Strategy and enhancement plans to endure the HE provision is effectively researched, informed and monitored (including the HE Fellowship programme).
 |

1. **Management and leadership**

|  |
| --- |
| 1. Establish excellent working relationships with CMT colleagues.
 |
| 1. Plan, prepare and chair cross-college Apprenticeship meetings
 |
| 1. Working with the Curriculum teams and the Marketing team, develop appropriate marketing collateral for HE (USPs).
 |
| 1. Working with the Marketing and Curriculum teams, use of variety of channels and methods to promote awareness, understanding and opportunities including case studies, newsletters and related community engagement.
 |
| 1. Raise the awareness, profile and value of HE across cross-college and liaise with the Careers team and Curriculum teams to develop and deliver cross-college HE progression events and activities, including a regular HE Bulletin
 |
| 1. Provide regular reports, analysis, interpretation and recommendations to ACMT, CMT, SMT and Corporation including compliance relating to regulatory requirements
 |
| 1. Liaise with MIS to produce external data returns for OfS including HE ILR, HEIFES, Access Monitoring Return (APP)
 |
| 1. Collaborate with EAG and Student Records Managers to ensure effective student recruitment and enrolment.
 |
| 1. Monitor and report on applications, attendance, achievement and other relevant KPIs.
 |
| 1. Write the annual institutional monitoring reports for Partner Institutions.
 |
| 1. Manage the day to day operations of the central HE support function including development of key processes and Programme Manager handbook.
 |
| 1. Manage external examiner liaison
 |
| 1. Lead on HE student academic review and academic misconduct processes including mitigating circumstances
 |
| 1. Chair Higher Education Board of Study
 |
| 1. Coordinate examination and progression boards, producing modular reports, individual academic performance reports and produce student transcripts
 |
| 1. Provide guidance, support and CPD to HE Programme Managers through regular meetings.
 |
| 1. Liaise with registry and exams to ensure accuracy of enrolment and maintenance of students’ academic records, using the College’s and validating partner’s MIS platform.
 |
| 1. Work with the Learning technology team to ensure the build and maintenance of HE programme structures on college systems (e.g. ProMonitor, TEAMs) to reflect academic regulations and annual approved changes.
 |
| 1. Manage the cross-college student teams page and SharePoint hub; and the staff SharePoint to ensure all relevant documents and guidance is UpToDate and easily accessible.
 |
| 1. Manage HE central budget.
 |
| 1. Liaise with Bursary Officer and lead on appropriate allocation of HE bursaries and hardship funds.
 |
| 1. Ensure that all student queries, DSA support and complaints are dealt with in a timely manner and in line with college policy.
 |
| 1. Line Manage the HE Quality and Student Experience Officer.
 |

1. **The curriculum, quality and student experience**

|  |
| --- |
| 1. Lead on the design and implementation of a college wide HE student voice strategy which enables a clear, consistent and effective two-way flow of communication, aligned with the Quality Cycle.
 |
| 1. Develop and implement an internal communication strategy to ensure that all staff are well informed, listened to and engaged in all aspects of HE activity.
 |
| 1. Develop and implement a student experience strategy to ensure that students have access to a wide range of enrichment opportunities to help them belong.
 |
| 1. Develop and implement a college-wide HE induction to ensure students have an informative, supportive and exciting start to their academic year.
 |
| 1. Manage and support HE curriculum development activities including validations.
 |
| 1. Working with Curriculum Managers, ensure delivery models are responsive to the programme, professional bodies and sector need, and are efficient and appropriately resourced, including the development of cross-college modules.
 |
| 1. Working with the Head of Teaching and Learning and Curriculum teams, ensure programme intent and implementation meets the outcomes of the degree programmes.
 |
| 1. Working with the Director or Quality and Curriculum Managers ensure that a broad ranging evidence base is utilised across the organisation to measure evaluate and monitor all aspects of curriculum, student performance and progress, including writing the cross-college SAR and QuIP
 |
| 1. Develop a service level agreement for the HE office, and lead on associated monitoring and self-evaluation
 |

1. **College Management Team**

|  |
| --- |
| 1. To contribute to the wider College Management Team and undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Head of Faculty or a member of SMT.
 |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focused values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

|  |
| --- |
| **Essential criteria for the post** |
| Degree or Masters level qualification |
| Attention to detail |
| Ability to organise workload and priorities in a methodical & systematic way |
| Experience working in the higher education sector (or Higher Education in Further Education) |
| Experience of educational quality processes including teaching, internal verification and student voice |
| Experience of implementing policies, procedures, regulations & published guidance |
| Excellent communication skills through both written and verbal means |
| High degree of accuracy in data management and information analysis & presentation |
| Experience of conducting and analysing surveys (online/telephone/face to face) |
| Administrative experience, working as a part of a team in a busy office-based environment |
| Ability to work independently and as a part of a team |
| A self-motivated, positive and pro-active attitude |
| Understanding of, and commitment to equal opportunities |

|  |
| --- |
| **Desirable criteria** |
| Experience of online learning environments |
| Experience of student records-based systems |
| Project management experience |
| Experience line managing people |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 - 17.00hrs, Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave entitlement will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Employees also have access to the Employee Assistance Programme, Cycle to Work Scheme, free on-site gym and staff discounts.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.