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 **New
College
Durham**

JOB DESCRIPTION

Job Title:	Director of Funding and Curriculum Planning
Grade:	Management Spine 18-20
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Site
Department:	Management Information Services
Accountable to:	Deputy Principal

Job Purpose

To develop and manage institution wide information systems and processes to achieve and maintain standards of excellence.

To ensure the structure of the department is fit for the business needs of the College and enables the College Strategy to be delivered effectively and efficiently.

To ensure the effective and efficient processing and delivery of Curriculum and student Information, to support the delivery of the curriculum and quality provision.

To generate accurate and timely management information, an extensive knowledge of funding rules and high-level skills in producing reports which are easy to use and understand for a range of audiences.

To be accountable for the overall funding strategy of the College in order to maximise funding from 16-19, Adult Skills, Apprenticeships and Higher Education funding streams.

To ensure data quality is of the highest standard adhering to data specifications and funding guidelines set by the data service.

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Key Result Areas

Strategy and Planning

1. Works with the Director of Finance and Corporate Services and Deputy Principal to develop strategic and operational business plans that drive maximisation of funding, and high-quality management information across the college.
2. Develop and implement effective MIS reporting, inform the financial funding position and equip curriculum and support areas with the correct information in order to deliver strategic objectives and business plans.
3. Lead on the preparation of the College Curriculum Plan, producing meaningful outputs to summarise the plan for evaluation by managers, covering all relevant parameters in respect of projected volumes, income generation and resource requirements.
4. Lead on enhancements to processes, reporting and systems to give the College an outstanding MIS service.
5. Produce and maintain an accurate course file from the finalised curriculum plan ensuring systems are in place for action and cascading changes and checking and maintaining the integrity of the file.
6. Oversee production of Office for Students data and related returns.
7. Oversee and work with Director of Apprenticeships to ensure funding information is relevant and appropriate for reporting to Senior Leaders.
8. Devise and implement MIS systems and tools that will allow for informed decision making and performance management in relation to the College and the students.
9. Creates and embeds a culture of continuous improvement.

Finance and Funding

1. Ensure the tools and infrastructure is in place to support the planning and training for funding and funding changes across FE, HE, Apprenticeships and European Social Funds.

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2. Identify and develop opportunities to maximise funding, commercial growth and increased revenue.
3. Identify funding challenges and advise the Director of Finance and Corporate Services of their potential implications and potential mitigation.

Information and Data analysis

1. Ensure the provision of consistent high-quality data analysis to support decision making at all levels.
2. Oversee the delivery of comprehensive reports for scrutiny by internal and external stakeholders.
3. Ensure an effective level of service and support is provided to internal and external customers.
4. Develop, deploy and maintain robust, accurate and user-friendly data and reporting systems, to enable consistent and accurate management information to be provided to the College's internal and external customers, and for both internal and sub-contracted delivery.
5. Liaise with all college functions to support effective and efficient enrolment systems, contributing to the design of enrolment related documentation and data validation systems, to meet internal demands and external auditing requirements.
6. Liaise with funding and monitoring bodies and other members of various consortia to enable the development of effective systems controls, accurate exchange of information and robust decision-making processes to ensure the quality of information.
7. Ensure statutory and funding body information returns are accurate, clean and completed as required.

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Leadership and Management

1. Demonstrate and execute leadership behaviours that are consistent with the College's values.
2. Effectively communicate the College's vision, strategy and plans to the MIS team to ensure priorities are aligned and achieved.
3. Lead the team by setting clear objectives and targets, regularly monitoring progress and supporting individual development.
4. Establish performance standards and management of staff in the Management Information Services department.
5. Establishes clear lines of accountability within the Management Information Services department.
6. Coaches the Management Information Services department to provide high-quality data to inform decision making for both the business and for students.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for

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adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively, if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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PERSON SPECIFICATION

Job Title: Director of Funding and Curriculum Planning

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
Degree in related subject or Level 6 professional qualification or demonstrable experience	1	✓	
Have extensive and recent experience of Education funding and methodologies.	1, 2	✓	
A proven track record or providing high quality data to key stakeholders.	1, 2	✓	
A proven track record of effective Curriculum Planning	1, 2	✓	
Demonstrable experience of managing core MIS systems.	1, 2	✓	
Commitment to continuous professional development (which can be evidenced and monitored).	1, 2	✓	
Have experience of dealing with Audit and regulatory bodies.	1, 2	✓	
Ability to embed a culture of continuous improvement amongst teams.	1, 2	✓	
Experience of implementing effective MIS reporting.	1, 2	✓	
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work.	1, 2	✓	
Ability to deal professionally with the Executive and Senior Leadership Teams.	1, 2	✓	

Recent experience in effectively organising and scheduling tasks to meet deadlines.	1, 2	✓	
Ability to implement systems and tools that will allow for informed decision making.	2, 3	✓	
Ability to deal with complex funding rules and understand the impact on the College.	2, 3	✓	
Ability to manage designated staff to ensure the timely completion of information.	2, 3	✓	
Ability to Chair meetings effectively.	3	✓	
Demonstrate the ability to work effectively with others.	1, 2	✓	
A commitment to resolving problems and to improving own performance.	2	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers.	1	✓	
Ability to work under pressure and meet deadlines.	2	✓	
Suitable to work with young people and vulnerable groups.	1	✓	

ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities.

Competency - Quality & Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focused improvement activities and plans;

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- Being results-focused and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People & Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Creating and embedding a culture of continuous improvement;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Establishing performance standards for the teams;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking positive action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each;

- Identifying opportunities to maximise funding;
- Understanding and reacting positively to the changing priorities of the funding bodies;
- Understanding and reacting positively to changes in legislation.

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

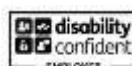
Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively



Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises, and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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