

## **MID KENT COLLEGE OF HIGHER AND FURTHER EDUCATION JOB DESCRIPTION**

**Job Title:** Chief Executive

**Job Purpose:** To provide strategic leadership and direction, ensuring that the College achieves its Strategic Aims and Objectives and meets its legal and ethical obligations through effective and efficient management. To adopt measures that enables the College to develop its relationships with the local community and maintain its role at the leading edge of education provision within Kent.

**Responsible to:** The Governing Body

**Responsible for :** The strategic management of the College, including the development and implementation of its strategic business planning processes, the overarching management of quality and standards and the organisation of its internal structures and administration .

### **Key Accountabilities**

1. Provide professional advice as chief advisor to the Corporation on such matters as the development of the educational character and mission of the College, acting in accordance with the Instruments and Articles of Government and other relevant legislation and codes of practice so that the Corporation can fulfill its role in continuing to set the direction and monitor the performance of the College.
2. Play a full role in the work of the Corporation and its Committees as appropriate ensuring that the College maintains good relationships with the key stakeholders in the region acting as an ambassador for the organisation, working with a wide range of stakeholders from industry, academia and government and by forging close working partnerships to align and deliver shared goals.
3. Lead on the development of commercial strategies to ensure that the College generates funding to meet its programmes and objectives and is able to invest in the future.

4. Lead the Executive Management Team to deliver high performance and quality services to all users, driving the changes necessary to achieve the objectives of the Strategic Priorities.
5. Determine the nature and pattern of the institution's academic activities, ensuring the needs of students and local community are met, whilst maintaining financial prudence and appropriate use of funds and resources.
6. Play a key role in the wider national/regional agenda for skills and qualifications to ensure that the College continues to make a powerful and ethical contribution to policy making through the delivery of excellence in learning
7. Create a physical and social environment appropriate for the teaching and learning aims of the College and an organisational culture in which students can thrive that supports the values
8. Foster positive and effective internal and external communications and ensure that staff and students are informed of developments and decisions of the Corporation, Executive Group and Senior Leadership Team.
9. Ensure as Chief Accounting Officer, that the financial, planning and other management controls are appropriate and sufficient to safeguard public funds and that the duties set out in the Financial Memorandum are complied with at all times.
10. Develop and secure the implementation of new sources of funding, guaranteeing with the Board of the Corporation that any funds are used only for the purpose for which they are given, and in accordance with the provisions of the Financial Memorandum and such further terms as maybe attached.
11. Undertake such other duties as the Corporation may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College.

## Skills and Abilities

1. First degree and evidence of relevant and significant continued personal and professional development.
2. Extensive knowledge of current developments in Further and Higher Education
3. In-depth understanding of the organisation, regulation, financing and environment of post-16 education, its role within the education service as a whole and the contributions which it makes to local communities and the regional and national economy.
4. Clear and persuasive communication skills, capable of acting as an 'ambassador' for the College and of addressing a wide range of internal and external audiences and groups through the use of excellent written and verbal communication skills.
5. Excellent negotiation and influencing skills with personal credibility to support and carry the College position.
6. Strategic, innovative and creative thinker and leader, able to motivate and inspire confidence in others.
7. Experience of establishing and maintaining a good reputation and a high profile with partners, delivering shared objectives and targets.
8. Open and sympathetic personal leadership style which engenders confidence and respect, motivates and encourages a team approach through timely and clear decisions.
9. Sound business acumen and a critical understanding of the FE/HE curriculum and of current methodologies for learning, learner support, quality assurance, resources generation and allocation.
10. Resilient and energetic in pursuing and developing new initiatives and partnerships, demonstrating good analytical skills that minimize risk whilst maximizing opportunities.