

Job Description

(This is a description of the job as it is at present constituted. It may be necessary, from time to time, to update Job Descriptions to reflect changing business needs in consultation with the postholder).

POST TITLE:	Executive Head
BASED:	Bournemouth
SALARY:	£65,000 pa
RESPONSIBLE TO:	Chair of the WESS Board

OVERALL PURPOSE: To promote and enable effective collaborative partnership working. To lead, manage and develop the WESS Organisation. To ensure compliance by WESS and its Member Colleges with all relevant regulations.

PRINCIPAL DUTIES ARE TO:

- Promote the effective operation of the WESS collaborative partnership by building and maintaining key relationships with and between key College Leaders and Managers.
- Invest in the development of the WESS workforce and organisational structure to meet changing business needs.
- Plan and implement procedure, process and technology changes based on a 'one best way' approach to secure continuous improvement and cost efficiency.
- Plan the design and scope of services and implement change programmes to ensure the highest quality with an appropriate blend of responsive and proactive approaches.
- Influence external stakeholders and other representative bodies.
- Support the Directors and Board members in their role of governance and setting strategic direction.
- Undertake the duties of Company Secretary and ensure compliance of Company Directors with all relevant regulations.

MAIN RESPONSIBILITIES ARE TO:

- Maintain knowledge, skills and expertise necessary for the effective conduct of all duties and responsibilities.
- Actively seek opportunities for process, service and systems development and promote innovation.
- Manage and lead WESS Service Managers including direct reports.
- Propose and manage the annual WESS budget.
- Model working approaches that meet customer needs and expectations.
- Respond with appropriate urgency to service underperformance issues and ensure satisfactory solutions are achieved.

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- Capture and maintain an appropriate suite of performance metrics and implement action plans to address issues and opportunities.
- Prepare all agendas, papers and minutes for WESS Operations Group and WESS Board Meetings to enable performance management and the exercise of control by the Cost Share Group Members.
- Be an active and constructive participant in both College Senior Leadership Teams.

Equal Opportunities Policy Statement

WESS will seek to ensure that all existing and potential employees are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. WESS will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified. WESS aims to provide an open, welcoming and safe environment for all its employees and visitors.

Safeguarding

The Organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

The successful applicant will be required to provide proof of right to work in the UK.

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PERSON SPECIFICATION

DEPARTMENT	JOB TITLE/GRADE	PERMANENT /TEMPORARY	WEEKLY HOURS
	EXECUTIVE HEAD	PERMANENT	37

CRITERIA	ESSENTIAL Requirement necessary to perform the job efficiently.	DESIRABLE Where available, elements which contribute to improved/enhanced performance in the job.
SKILLS	<ul style="list-style-type: none"> • Experienced leader able to work effectively with individuals and teams, coaching, guiding and directing as appropriate. • Exceptional interpersonal, communication, diplomacy, influencing, negotiating, organisation and administration skills. • Committed to continuous improvement. Actively seeks out opportunities to improve services and achieve results. • Emotionally resilient, takes responsibility and able to work autonomously within role. • Able to inspire and motivate individuals and teams at all levels of an organisation. • Professional approach. Scrupulously self-organised. Able to prioritise and manage significant workload. Committed to achieving high standards, setting high expectations, and to leading by example. • Demonstrates flexibility and commitment to the overall success of customers and the organisation. 	
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Significant leadership experience in several of the following domains: <ul style="list-style-type: none"> ○ Funding and Quality ○ Finance and Audit ○ HR, Recruitment and OD ○ IT and Systems ○ Admissions, Enrolments, Exams ○ Data Protection ○ Teaching and Inspection ○ Recruitment and Marketing • A sound working knowledge of key regulations, guidance and compliance across the domains listed above. • Effective budget management including cost reduction approaches. 	

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	<ul style="list-style-type: none"> • Line managing and coaching staff, including performance support. • Experience mapping, analysing and re-designing processes and procedures. • Rapid sense-making including ability to assimilate and communicate data and information from unfamiliar domains. • Experience leading and delivering customer service excellence projects. • Advanced skills in Microsoft Office applications, especially Excel and highly effective data management. • Management of significant development projects including change management methods. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree (or equivalent). 	<ul style="list-style-type: none"> • Postgraduate qualifications • MBA • Accountancy, HR or other relevant professional qualification
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • DBS check at enhanced level. • Flexibility regarding working hours to meet deadlines. • Able to travel frequently between all member college sites. • Willing and able to travel regionally, nationally and internationally as required. 	