

JOB DESCRIPTION
Vice Principal (Corporate Services)

Section: Executive

Reports to: Principal

Date: January 2016

Purpose

- To work closely with the Principal and other members of the Executive and Senior Leadership team in the development and leadership of Dundee & Angus College.
- To ensure that Dundee & Angus College has effective strategic direction, leadership and management in relation to Finance, Facilities, Estates and Legal matters.
- To support the Principal and Board in maximising commercial income and meeting all financial KPIs and targets.

Note – Responsibilities include a number of generic responsibilities and duties which apply to all Executive positions and other responsibilities and duties which are specific to this post. Specific duties are shown in italics.

KEY AREAS

1. Leadership
 2. Advice to the Principal and Board of Management
 3. Financial Planning and Direction
 4. Finance & Estates
 5. External Activities and Income Generation
 6. Leading on Innovation and Future Focus
 7. Health, safety and well-being
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Summary of Duties

1. Leadership

- To hold senior responsibility for -
 - Finance
 - Resource management
 - Estates
 - College facilities
 - Commercial Income
 - Risk management
 - Legal and insurance matters
 - Organisational efficiency
 - Innovation and future focus in corporate affairs
 - Procurement
 - Health and Safety
 - SFC/Govt requirements
- Together with the Principal and other members of the Executive to provide effective and inspiring leadership in relation to corporate management
- To demonstrate professional standards and actively engage in continuing professional development
- To promote equality and diversity in all aspects of College provision and service

2. Advice to the Principal and Board of Management

- To provide strategic guidance, statutory and performance reports on -
 - Financial strategy
 - Financial and management accounting
 - Tax compliance for both the College and Gardyne Theatre Limited
 - OSCR compliance
 - Risk management
 - Financing of capital projects
 - Direct (non-funding council) income
 - Property & Estates
 - Health & Safety

- To ensure that all monies received from public bodies are used for the purpose for which they are given
- To ensure that bank covenants and other legal obligations in respect of finance and estates are met
- To obtain the most economic and effective use of the College's financial and physical resources in line with College strategy and policy
- To support the operation of the Board of Management Finance & Property and Audit Committees.
- To act as key contact with the Arm's Length Foundation
- To provide advice and support on financial, taxation and legal matters to the Gardyne Theatre Limited
- To oversee and maintain the College's Risk Register
- To participate in regular Board of Management meetings and sub-committee meetings, as well as the annual Board of Management Residential

3. Corporate Planning & Direction

- To ensure the availability of accurate financial management information to support strategic planning and monitoring of performance.
- To lead on the maintenance of financial security and the achievement of all financial objectives.
- To lead on the development of finance and estates strategies for the College.
- To advise on the development of commercial income and external relations activities.
- To work as a member of the executive team in relation to all aspects of strategic planning and college management.
- To ensure college strategy is reflected in the operational plans of own areas of responsibility
- To play a lead role in the development and implementation of the College's strategies, policies and procedures in key areas as appropriate.

- To ensure effective communication between staff and managers across key areas of responsibility and across the College in general.
- To lead and/or contribute to cross-college projects and initiatives as requested by the Principal
- Work with managers to develop a culture of continuous quality enhancement
- To work with managers to ensure sound cost management and efficient use of resources

4. Finance & Estates

- To line manage the managers and officers who hold operational responsibility for Finance, Estates and Facilities by:
 - Agreeing operational plans
 - Monitoring and evaluating performance
 - Providing support and guidance as required
- To provide an improving service of financial information to support operational and strategic decisions.
- To prepare bids for external funding and ensure appropriate application of funds received
- To participate in staff recruitment and personnel related processes as appropriate
- Ensure all staff participate in relevant CPD and keep abreast of relevant regulations and developments

5. External Activities and Income Generation

- To act as lead contact on all audit and financial compliance relationships.
- To represent Dundee & Angus College in internal and external negotiations.
- To represent the Principal at external events where appropriate

- To represent Dundee & Angus College on external groups and committees relevant to areas of expertise and responsibility.
- To lead a commercial engagement strategy and increase external income
- To ensure the college's corporate identity is maintained.
- To continually acquire knowledge with respect to legislative change and developments in own professional field.

6. Leading on Innovation and Future Focus

- To inspire a culture of innovation in areas of responsibility
- To develop and nurture excellent practise in areas of responsibility
- To ensure succession planning and talent development is in place for staff
- To represent Dundee and Angus College on external groups and committees relevant to areas of expertise and responsibility
- To continually acquire knowledge with respect to ongoing change and developments in own professional field

7. Health, safety & well-being

- To have senior responsibility for the implementation of the College's Health & Safety policy and practices
- Ensure all tasks are carried out in accordance with the College health and safety policy and procedures to maintain a safe working environment.

Notes on Duties and Responsibilities

The duties and responsibilities on this job description are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

From time to time some or all of your working time may be assigned to projects supported by European Funding.

Salary: £82,000

It should be noted that this post is a senior designated post and as such is not covered by collective bargaining arrangements. Salary is set and agreed by the Board.