

**Internal / External Vacancy**

**Job Title: Curriculum Business Manager – General Education**

**Contract: Permanent, Part Time 0.6**

**Salary: Grade 8: £32718 - £34657 pro rata**

**Location: Cardiff & Vale**

Cardiff and Vale College are looking for a Curriculum Business Manager based within our City Centre Campus but with the expectation to cover other campuses as and when needed.

The successful candidates for the posts will be primarily responsible for supporting the Dean of Faculty to be the main point of contact for the coordination and management of business processes within the faculty, ensuring the implementation of robust systems and procedures. The post-holder will also lead and manage all the necessary Faculty administration functions and related team.

Responsibilities include:

* Work with the Finance Department to provide relevant departments with financial information which meets their needs, analysing monthly accounts, and highlighting any areas of concern.
* Work with the Curriculum Data and Examinations Manager, the dedicated Faculty IS Assistant and Central Admissions team to ensure that learner journey data is accurate and timely
* Present weekly management KPI reports for discussion at Faculty and Dean meetings
* Provide the necessary information to the Funding and Performance Manager to plan all funding streams for the following year in the context of labour market intelligence, funding and quality requirements.

Applications are to be made using the Cardiff and Vale College application form only. The college welcomes applications in Welsh. Applications submitted in Welsh will not be treated less favourably than an application in English. If we invite you to interview, let us know if you would like us to conduct the interview and assessment process in Welsh.

**The closing date for completed applications is 01/11/21 at 12pm**

To find out more or apply go to [www.cavc.ac.uk](http://www.cavc.ac.uk) or contact the Human Resources Department on 02920250311 or hr@cavc.ac.uk.

All vacancies are subject to a Disclosure and Barring Service (DBS) check and employment will not commence without a valid up to date DBS check. This is a contractual agreement that must be in place before your employment starts. The College’s procedure for the Suitability of Ex-offenders for Employment is available upon request.

Your employment with Cardiff and Vale College will also be dependent on suitable reference checks, before you are able to commence employment, Cardiff and Vale College must have received two references, one being from your present or most recent employer. We will contact your referees upon appointment.

Registration with the Educational Workforce Council for Wales (EWC Wales) is a mandatory requirement of the post

**These are contractual agreements that must be in place before your employment can commence.**

We are committed to the recruitment and retention of disabled people, and are a positive disability confident scheme employer.

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