**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST: Curriculum Business Manager**

**LOCATION: To be flexible and prepared to work across sites as Directed by the Line Manager. Evening and weekend work may also be necessary.**

**REPORTING TO: Dean of Faculty.**

**RESPONSIBLE FOR: Curriculum Business Administrators**

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

**KEY RESPONSIBILITIES**

1. To assist the College’s Management Team in the successful realisation of the College’s vision, mission and plans in delivering a new College that meets its expectations and aspirations.
2. To work as part of, and contribute to, high performing teams.
3. To assist in the proactive development and service delivery to world class standards.
4. To contribute positively to the implementation and monitoring of the College’s vision, mission, values and Operational Plan.
5. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of colleagues.
6. To be involved in continually reviewing, improving and optimising the effectiveness and efficiency of your departmental processes.

# KEY ROLES

**Specific Roles**

1. To be the main point of contact for the coordination and management of business processes within a faculty, ensuring the implementation of robust systems and procedures. To lead and manage all the necessary Faculty administration functions and related team.
2. To 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.
   1. Monitoring all expenditure and income budgets and forecasts within the relevant departments and ensuring they remain within set targets.
   2. To supervise the procurement of all goods for the departments including credit card systems purchase order systems and invoices operating within budget constraints, and secure financial control and value for money in all activities.
3. 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. This will involve one day a week where all parties work together to discuss progress, share good practice and resolve any outstanding action points.
   1. All Open Evenings, Enrolment and Interview events for prospective learners are planned, set up and adequately staffed.
   2. All Learners are invited into enrol are processed accurately and timely, ensuring that the correct funding is being generated from the Welsh Government
   3. All timetables are agreed with the Departments before being processed by the central IS Team. Timetables ensure that they are:
      1. learner focussed and
      2. Rooms are Utilised and
      3. Match’s the curriculum plan and
      4. Staff hours are maximised
   4. Registers are marked in a timely manner and are regularly audited.
   5. Learners are withdrawn and progress routes recorded accurately on the MIS system, passing on referrals to other agencies to support learner progression.
   6. Learners are registered with the relevant examining bodies in a timely manner
   7. All claims are passed to through at the end of claims and destination week. Support the Examinations Department with any certificates that have to be sent to learners by a specific deadline.
4. Present weekly management KPI reports for discussion at Faculty and Dean meetings on
   1. Enrolment numbers
   2. Attendance
   3. Learners not attending and at risk
   4. Withdrawals
   5. Applications and Offers
   6. Staff hours
   7. Progress of learners from Vital
5. 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, ensuring that:
   1. All courses have been costed efficiently in the planning model, fees set and agreed with the course tutor
   2. Show that all courses and progression routes are displayed on the College Website with timely and accurate information.
   3. Liaise with Marketing to collate the information required for the full and part time prospectus.
   4. All staffing for the area is recorded correctly to identify staffing vacancies for the next academic year
   5. Produce and agree summary report for the Heads of Departments to present to the Deans and Vice Principals on their plans and requests for the following year
   6. Work with the Commercial team to improve the time taken to provide information to secure external income. An annual target will be set to reflect the area of delivery.
   7. Where applicable work with employers, schools and training providers to provide information on enrolment, attendance and attainment.
6. To respond to enquiries and requests from the public and College colleagues accurately, quickly and professionally. Assist during Estyn inspections and any World Skills Competition
7. Development of PowerApps to enable live data sets that monitor performance efficiently.
8. Ensure appraisals are undertaken for all staff each year.

**Generic Roles**

1. To represent the College with external agencies as required in the performance of duties or as directed by your Line Manager.
2. To achieve agreed targets and performance indicators across all areas of responsibility.

3. To adhere to College policies, particularly those relating to equality and diversity.

4. To adhere to Health and Safety and security measures in accordance with statutory and College requirements.

6. To be a role model supporting College values and corporate management.

7. To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you.

1. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by your Line Manager

**Departmental Key Performance Indicators**

* Curriculum plan produced in format and by timetable required by the Operational Executive
* College KPIs presented to the Curriculum Leaders to include
  + Performance against budget and funding targets - monthly
  + Learner journey information i.e. offers, enrolment, attendance etc. - weekly
  + Staff Utilisation - weekly
  + Use of Vital/Moodle on every course – monthly
  + Successful Completion - termly
* Timetables are learner focussed
* 100% of course Information accurately shown on the website within one month of the final curriculum plan.
* FIOCs returns are higher than 90% for each course
* Appraisals are completed on an annual basis

**OUR PRIORITIES**

**Priority 1: Quality**

Cardiff and Vale College will provide sector leading education training. We will help people develop knowledge and skills through innovative, excellent techniques and training, the development of sector leading facilities and providing an outstanding customer experience.

We will work in a context of continuous improvement, striving to further the quality of all aspects of the service we offer. We will gauge out success through excellent attainment, meaningful progression and impact assessment.

This priority will be monitored through rigorous quality assurance strategies, including observations of teaching, learning and assessment outcomes and a comprehensive programme of learner and stakeholder engagement.

**Priority 2: Efficiency**

Our focus on efficiency will ensure that we are able to optimise our resources to offer the most effective, efficient and sustainable service for individuals and communities. This commitment will see us managing all resources and activities in a way that guarantees excellent sector leading provision and a service that provides best value for money, reduces our impact in the environment and remains viable and sustainable.

We will work collaboratively with a broad network of partners, recognising the benefits of collaboration and partnership working.

**Priority 3: Growth**

Cardiff and Vale College has an ambitious vision to develop and grow our College. We will listen to employers, communities, regional and national priorities, developing a broad and responsive offer that meets the needs of our region. Our extensive work with employers will directly support business and industry, creating a region with the right skills set and developing a culture of innovation.

**Our Vision:** Inspirational. Inclusive. Influential.

**Our Mission:** Transforming lives by unlocking potential and developing skills.

**BEHAVIOUR & VALUES**

You will demonstrate the following values and behaviours:

**Inspirational**

* Imaginative, creative & resourceful
* Resilient & adaptable – we embrace change
* Positive and motivational – we bring people with us.

**Inclusive**

* Honest and trustworthy – we work with integrity
* Leaders in equality and diversity – we respect and celebrate individual differences and embrace our Welsh identity
* We are one team – working together to achieve our vision

**Influential**

* Bold and ambitious – entrepreneurial in our approach
* Communicating, collaborating and empowering
* Committed and passionate – we believe in what we do

**PERSON SPECIFICATION AND JOB COMPETENCIES**

**1. Qualifications**

* 1. A sound educational background (Degree or above/equivalent) or demonstrable commensurate experience.
  2. Evidence of pursuing a programme of continuing personal development.

**2. Previous Experience and Job Knowledge**

* Thorough understanding of:
  + Further, Higher Education and Work Based Learning funding methodologies
  + MIS and quality and learner data requirements
* Knowledge of data management and information management strategies across a large and complex organisation.
* Evidence of high level of skill and continuous improvement and innovation in all aspects of strategic and operational data management.
* Experience of the successful evaluation, design, implementation and continuous improvement of effective management information services.
* Experience of carrying out analysis of performance data in order to facilitate strategies to ensure continuous business improvement.
* Experience of leading a team ensuring that customer expectations are exceeded and demonstrating the management and leadership skills set out in the competencies and aptitudes section.
* High level of IT literacy.
* Experience of using Microsoft Office Products such as Word/Excel/Access.

**3. Skills (Competencies and Aptitudes)**

* 1. An ability to communicate effectively, both orally and in writing, with staff, students and outside organisations
  2. An ability to respond to request for information in a positive and friendly way, ensuring that it is accurate and up-to-date
  3. An ability to sustain a high level of accuracy whilst working under pressure
  4. Ability to maintain confidentiality
  5. An ability to work without close supervision
  6. Must have a positive attitude to change
  7. Excellent customer service skills

**4. Additional Requirements**

* 1. Have a commitment to continuous quality improvement.
  2. Have an understanding of, and a commitment to, equality of opportunities.
  3. A flexible approach including cross campus working.
  4. The ability to speak Welsh or willingness to learn

**5. Role Conditions:**

The role will require frequent travel between all sites within the College and the post holder will therefore require a full driving licence.

The role will require working shift patterns to meet the needs of the core business in the evenings and weekends

**Every Job Description will be subject to review;**

**1. Within six months of appointment**

**2. Thereafter, on an annual basis**

**3. As a result of agreed staff development / personal development needs**

1. **As a result of team / operational requirements or strategy changes.**