**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Higher Education Manager** | **Department:** | **HE and Skills** |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Executive Director of Higher Education and Skills |
| **Scale & Spine Points:** | Professional Services | **Location:** | Poole College |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of further education and apprenticeships in the area. The college prides itself on offering students a friendly and supportive environment in order that they develop work skills. The college values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| The Higher Education (HE) and Skills area has cross-college responsibility for HE, adult education and apprenticeships.  The College currently has approximately 460 HE students across a range of degree and Higher National programmes, apprenticeships and other level 4+ courses. Provision is delivered in conjunction with three universities, Pearson, City & Guilds and a range of other awarding organisations.  The HE Department is supported by a team of HE Administrators and a Higher Education manager and is headed by the Executive Director HE and Skills. The HE academic infrastructure includes an HE Quality Committee and HE Academic Board.  The college has a dedicated University Centre at its Poole campus with outstanding teaching and learning facilities. Key aims of the college are to further enhance HE quality and outcomes and grow HE provision including full-time and part-time opportunities, apprenticeships and employer-focused provision. |
| **Purpose of the Role** |
| The Higher Education manager is responsible for overseeing and managing various aspects of HE across the College, working closely with both curriculum and professional services colleagues. The role focuses on ensuring regulatory compliance, working closely with partner institutions, fostering student engagement and instil a strong HE ethos across the college. |
| **Key Accountabilities & Duties** |
| * Work closely with curriculum and quality teams to ensure high-quality delivery of the College’s HE provision * Establish and maintain positive relationships with partner universities and awarding bodies/organisations * Support the Chair of the HE Academic Board through collaborative agenda planning and provision of appropriate papers * Manage the schedule of business of the HE Quality Committee through effective collaboration with Quality and other Professional Services colleagues * Work with quality regarding the regulatory compliance and measuring framework for existing provision * Work closely with the Student Inclusion and Support Team to ensure effective HE student engagement and inclusion into the college community including survey planning and implementation * Provide advice on the external HE environment though engagement with sector networks and forums including those hosted by AoC and MEG * Use LMI and other key data sets to make recommendations for new HE provision * Monitor and forecast HE recruitment, flagging risks to SLT/Exec * Deliver high quality HE staff development opportunities for HE teaching and support staff, in collaboration with internal and external colleagues * Collaborate effectively with colleagues to produce, implement and monitor external plans and strategies e.g. Access and Participation Plan * Lead on the implementation and compliance of external requirements, i.e. OfS * Contribute to activities assessing the quality of teaching, learning and assessment * Undertake an annual HE self-evaluation, identifying areas for improvement and enhancement, and embed actions into appropriate Quality Improvement Plans (QIPs) * Create and implement the annual HE progression plan to ensure maximisation of internal progression * Review, create and/or update policies, guidelines and procedures, as necessary, providing advice to colleagues, where appropriate. * Report to SLT, College Executive, governors and HE Academic Board as required * Be part of the college leadership team and participate in duty manager and site walks rota.   **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.** |
| **Equal Opportunities** |
| The college will seek to ensure that all existing and potential employees and students 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. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The college aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at January 2024**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Degree Level qualification | Higher Degree |
| **Post Specific Qualifications** | Teaching Qualification or Fellow of the Higher Education Academy |  |
| **Experience** | Leading HE programmes  Development of HE curricula  Teaching in FE/HE | Identifying opportunities for new educational programmes and implementing them |
| **Knowledge** | understanding of college-based higher education  knowledge of HE regulatory requirements in England  Current evidence-based practice in field(s) of expertise.  Issues relating to equal opportunities and cultural diversity. | Leadership & Management |
| **Skills** | Ability to influence seniors, peers and other colleagues in an organisation  organisational skills  Ability to work effectively as part of a team communication skills – both written and in-person  MS Office software including Word, Excel and Teams  interpersonal skills  analytical and problem-solving skills  judgement and effective decision making  Report writing  Presentations |  |
| **Other Requirements** | Commitment to safeguarding children and vulnerable adults  Travel between college sites and to offsite meetings  Work outside of standard working hours to both meet work requirements and support cross college events and activities (e.g. open events)  Willingness to undertake training and CPD  Networking and attendance at appropriate external events |  |