



Job Description

Job Title:	Vice Principal (Director of Resources & Operations)
Reporting to:	Principal
Line managing:	Site Manager, Professional Services team (Admissions Tutor, Registry and Office staff), IT Manager, Marketing Manager,
Key Relationships:	Senior Management Team, Head of Access to Learning, Widening Participation Manager the Chair and Trustees of the City & Guilds of London Art School, Chair and Trustees of the City and Guilds Art School Property Trust
FTE:	F/T
Salary:	£68-£72k

Main purpose of role:

The Vice Principal is an important, senior role at the Art School, responsible for supporting the Principal in the delivery of its Strategic Vision and to monitor the progress of its objectives. They are responsible for the efficient and effective management of internal resources and will act as the deputy to the Principal in all matters excluding academic. They will also be central to external partnership development, to oversee income generation, including the management and oversight of recruitment of students and staff.

The Vice Principal provides vision and professional leadership of registry, professional services, IT, marketing and admissions, as well as the management of compliance, HR, and the Art School's technical tutors. The Vice Principal is also the key liaison with the Property Trust, which is the official landlord for the Art School and the governing body that oversees the main buildings at our site in Kennington. They are the lead person, responsible for the OfS return and so it is anticipated that the successful candidate would have a level of quality assurance experience and familiarity with policy oversight.

The Art School is entering a new strategic planning cycle that will see us growing our profile and portfolio; expanding our international links and external partnerships; and, deepening our civic impact on our neighborhood in Kennington and further afield. The Vice Principal will be at the heart of delivering and communicating this vision to stakeholders and potential partners.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are:

Leadership and Strategy

- Supporting the Principal in the delivery of the Strategic Vision for the Art School
- Working closely with the Head of Finance to allocate resources in line with the Art School improvement plan

Compliance and Governance

- Ensure that the systems and processes employed by the Art School comply with legal, audit and regulatory requirements,
- Oversee Risk Management, including Health & Safety compliance,
- Champion and oversee EDI across the Art School
- Monitor the Art School's performance against strategic objectives
- Attend meetings of the Board of Trustees and relevant Committees, providing effective and timely reporting, proactive advice and support;
- Have overall responsibility for operational strategy including income generation and policy management
- To be the Art School 'point of contact' to the Property Trust
- Manage legal and related matters as and when they arise

Registry

- Oversee the team that handles student registry, academic administration and affairs, compliance and all non-academic matters of student experience;
- Ensure the accurate and timely submission of statutory and regulatory returns (e.g. to the Office for Students, Higher Education Statistics Agency, Office of the Independent Adjudicator for HE, Student Loans Company, UKVI etc)
- Act as the primary liaison for the Art School's validating partners (Arts University Bournemouth, Ravensbourne University London, University of the Arts London Awarding Body)
- Act as Secretary to the Academic Board and oversee the arrangements for Art School Examination Boards

Operations

- Implementation of HR processes and systems, seeking external advice as appropriate;
- Recruitment and line management of operational staff
- Lead the process for the Art School's annual staff appraisal scheme (Individual Performance Review), recommending associated staff development and training activities as agreed with the Principal
- Day-to-day oversight of the professional teams managing the Estate, Technical Resources and IT infrastructure, and lead strategic planning relevant to these areas;
- Chair the Art School's Site and Environment Committee.
- Manage the relationship with the Property Trust on a day-to-day basis

External profile, income generation and recruitment

- Oversee the Marketing Manager to plan, co-ordinate and, as required, engage in the Art School's marketing initiatives
- Ensure successful student recruitment, working collaboratively with the Principal and other academics
- Development of the Art School's activities (including commercial activities) and profile;

- Be central to developing and maintaining key partnerships and other external relationships
- Promote and maintain a positive profile for the Art School through, for example: participation in professional networking events, conferences and briefings; and through communication and liaison with relevant external bodies and partner institutions

Additional Duties and Responsibilities

- Deputise where appropriate for the Principal
- Lead and undertake Health and Safety duties and responsibilities appropriate to the role;
- Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Person Specification: Vice Principal

ATTRIBUTES & EXPERIENCE	ESSENTIAL	DESIRABLE
1. Relevant Experience	<p>Significant experience of leading strategic planning in a complex context</p> <p>A track record of diverse and successful operations management</p> <p>Proven experience of successful management of staff teams</p> <p>Experience of developing and implementing effective systems</p> <p>Experience of working at a senior level in a Higher Education context</p>	<p>Proven experience of leadership in a Higher Education context</p> <p>Experience of supporting a Board in providing strategic oversight to an organization</p> <p>Experience of presenting complex information to multiple stakeholder groups</p>
2. Education and Training	<p>Relevant Undergraduate Degree</p> <p>Professional training relevant to the role</p>	<p>Relevant postgraduate degree</p> <p>Professional qualifications relevant to the role</p>
3. General & Specialised Knowledge	<p>High level knowledge of budget management systems</p> <p>High level of IT literacy</p> <p>Working knowledge of change management</p>	<p>Working knowledge of the importance of Health and Safety as it applies to Art, Conservation and Design education</p>
4. Skills, abilities and attributes	<p>Excellent verbal and written communication skills</p> <p>A team player, engendering a culture of openness and sharing, with a particular emphasis on working in partnership;</p> <p>A mindset that balances our mission and civic commitments with a drive for income generation and commercial thinking;</p> <p>Relationship development skills, with stakeholders internal and external to the organisation</p> <p>An interest in HE and the arts sector;</p> <p>A 'can do' attitude, with the ability to think flexibly;</p> <p>A clear and independent thinker, logical, analytical and structured in the approach to business issues and development opportunities;</p> <p>Ambition combined with pragmatism</p>	<p>Ability to find ways, within highly structured systems, to deliver new and innovative projects and ideas;</p> <p>Ability to relate to and build partnerships with multiple stakeholder groups;</p> <p>Ability to win support through logic, analysis, persuasion and influence.</p> <p>Team building and motivational skills</p>