

JOB DESCRIPTION

Executive Director – Association of Liverpool City Region Colleges (AoLCRC)

<p>Job Purpose: to develop the Association of Liverpool City Region Colleges, its presence and effectiveness. In particular, to:</p> <ul style="list-style-type: none"> - Help define the vision, strategy and objectives for the AoLCRC in consultation with the constituent members. - Develop a work plan to achieve these objectives and report progress regularly to the Chair and the members. - Facilitate the development of greater partnership working between members and with the Liverpool City Region Combined Authority and other key external agencies. - Provide administrative support for AoLCRC Principals meetings and strategic events 	
Responsible to	AoLCRC Chair
Responsible for	None
Location	Remote working with access to on site facilities at member College(s)
Grade	0.4 post salary circa £52k per annum / pro rata circa -£21k
Background	The Association of Liverpool City Region Colleges was established in 1993, originally as the Merseyside College Association (MCA). The AoLCRC is an association of Further Education (FE) and Sixth Form Colleges across the Liverpool City Region. The colleges that make up the AoLCRC membership have a collective budget of £160 million, employ approximately 4,500 staff, educate more than 70,000 students and work with over 13,000 employers across the region.
Budget Responsibility	Overseeing AoLCRC funds and identifying opportunities for additional income in furtherance of the group’s aims and objectives.
Key Contacts	College Principals and senior leaders, Liverpool City Region Combined Authority, Liverpool Local Enterprise Partnership, Key Local Stakeholders, Association of Colleges, officials in relevant Government Departments and Agencies.

Key Accountabilities & Responsibilities

They would in particular:

1. Work closely with the Chair to co-ordinate the work of the AoLCRC including organisation of meetings of Principals and sub-groups as appropriate.
2. Work with College leaders to identify strategic aims and objectives for the collaborative work of the AoLCRC.
3. Work with College leaders to develop an agreed plan of work and policy positions pertaining to the work of colleges within the Liverpool City Region.
4. Represent the AoLCRC on working parties or partnership boards where directed by the group
5. Advise and support AoLCRC representatives on working parties and partnership boards.
6. Work closely with AoLCRC Colleges and the LCR Combined Authority to maximise the benefits of the devolved Adult Education Budget
7. Promote and support member colleges so that they can contribute more effectively to the regional and local skills strategies and plans.
8. Develop productive relationships with college leaders, Combined Authority officials and counterparts in other organisations to ensure there is a shared understanding of issues.
9. Write briefings, consultation responses, policy papers, including position papers for AoLCRC meetings.
10. Provide secretarial support for Principal meetings and ensure administrative support is in place for sub-groups
11. Support the work of the AoLCRC Vice Principals Group, working groups and task and finish groups, ensuring that they can fulfil their role in improving collaboration and actioning shared policy making.
12. Disseminate sector and regional intelligence, appropriate research, statistical analysis and trends.
13. Identify opportunities for colleges to make strategic links, encourage new and innovative behaviours and improve practice.

14. Support members to identify, secure and deliver externally funded contracts where there is a requirement for collaboration.
15. Work with members to respond to Government and Parliamentary consultations and assist in the briefing of the Metro Mayor and local politicians as requested by the group.
16. Work closely with principals to ensure a joined-up, consistent and coherent approach and to cover important meetings when colleagues are absent.
17. Manage a demanding workload and the associated administration in a way that meets the reasonable expectations of AoLCRC members and stakeholders.
18. Work with AoC both nationally and regionally to maintain consistent messages where necessary and build links with other related groups such as the LCR Learning Provider Network and College Groups in the North West.
19. Undertake any other reasonable duties consistent with the role, as directed by the AoLCRC Principals Group

PERSON SPECIFICATION

Description	Essential	Desirable
Education/ Qualifications/ Professional Bodies		
Educated to degree level or equivalent	E	
Professional or Postgraduate qualification		D
Knowledge Skills and Experience		
Experience of influencing senior leaders/managers/officers	E	
Ability to create and foster effective relationships with Principals, Combined Authority officials and key stakeholders	E	
Highly developed analytical and reasoning skills, linked with ability to communicate in writing and verbally	E	
High level interpersonal and influencing skills, capacity to put forward a reasoned case, thinking creatively, to persuade and to represent the interests of the AoLCRC group	E	
Tact, diplomacy and political sensitivity with ability to accommodate and articulate shades of opinion and perspectives within an overarching policy direction	E	
Detailed understanding of current College concerns in education and skills provision, especially in relation to devolution, with the capacity to articulate issues and resolve them	E	
Knowledge and understanding of the political implications in decision making	E	
Ability to work under pressure, prioritise and meet competing deadlines.	E	
Ability to take minutes, provide briefings and action plans	E	
Able to effectively and efficiently oversee project budgets/resources with associated reporting	E	
Capable of working as a member of a team and under own initiative.	E	
Attributes		
Willingness and ability to travel around Merseyside & North West	E	
Ability to self-manage and carry out administration with limited administrative support.	E	
Professional, projects a positive image on behalf of the organisation	E	
Resilient, tactful and reliable.	E	