

# Senior Manager Business, Resources and Facilities Application Pack



January 2019

Dear Applicant

Thank you for your interest in the post of Senior Business Manager of Business, Resources and Facilities at St Francis Xavier College (SFX). This pack contains all the details you will need with respect to making an application but there are selected documents giving information about the college on the TES micro-site. Further details can be found on our website at [www.sfx.ac.uk](http://www.sfx.ac.uk). If you require any additional information or data, please contact me at the College. Contact details are at the end of this letter.

The following is a summary of the general responsibilities of the post and a person specification. We shall endeavour to ensure that the requirements of the post also match the knowledge, skills and experience of the successful candidate. The Principal is happy to discuss the position with potential applicants and you can contact her initially by e-mail at [s.flannery@sfx.ac.uk](mailto:s.flannery@sfx.ac.uk).

The closing date is 24<sup>th</sup> February 2019 and short listing will take place during that week. Candidates to be called for interview will be notified by telephone and email. Those not selected for interview will be notified within two weeks of short listing.

There will be an opportunity for short listed candidates to visit SFX prior to interview and the selection process will take place in the week commencing 4<sup>th</sup> March when, in addition to a formal interview by the selection panel, candidates will be asked to make a presentation, undertake written and data analysis tasks as well as meet students. If there are any changes to these arrangements we shall, of course, make contact at the earliest opportunity.

If you have any queries concerning the application and appointment process or require any additional information or data about the College, please do not hesitate to contact me at [j.houston@sfx.ac.uk](mailto:j.houston@sfx.ac.uk).

Yours faithfully



**Jacqui Houston**  
Director of Human Resources

## Senior Manager of Business, Resources and Facilities

**Reporting to: Principal, Associate Principal for Curriculum and Associate Principal for Welfare & Pastoral Development**

**Purpose of Role:** The role of the Senior Manager of Business, Resources and Facilities carries considerable, senior management responsibility. The successful candidate will be a member of the Senior Leadership Team, reporting directly to the Principal and responsible for the effective management of the financial, administrative, digital and estates services but also for statistical control. S/he will also be responsible for the management of services and procedures related to contracts, tendering, risk control, compliance and GDPR. These services and functions facilitate and support the aims and objectives of College operations but the position also carries with it responsibility for assisting the Principal and the Associate Principals (2 roles) in setting strategic direction and achieving and maintaining high quality standards and achievements.

### **Common Responsibilities of Senior Management Team Members**

**[Principal, Associate Principals and Senior Manager of Business and Resources]**

- To contribute to the strategic planning of the College's core and non-core business
- To contribute to the operational planning of the College's core and non-core business objectives
- To assist the Principal in maintaining and developing the Catholic identity of the College
- To contribute to continuous quality improvement and implementation across the College
- To contribute to the production of the College Self-Assessment Report and Quality Improvement Plan and evaluation of impact
- To assist the Principal in the recruitment, selection, deployment and performance management of staff
- To assist the Principal in ensuring the compliance of the College with statutory and funding body requirements, along with internal policy and instruments of governance
- To assist the Principal in reporting on College matters and performance to the Governing Body
- To participate in the College's Continuity Team
- To undertake any other duties or responsibilities as directed by the Principal
- To operate and develop GDPR systems to meet the requirements of the most recent legislation
- Ensure that safeguarding and equal opportunity practices are embedded across the College

## **Specific Responsibilities of Senior Manager of Business and Resources\***

### **College Financial Management**

- To assist the Principal as Principal Accounting Officer in deploying the financial resourcing of the College prudently and judiciously and ensuring the financial health and sustainability of the College
- To work with the Principal in the strategic and operational financial management and planning of core and non-core business
- To oversee the work of the College Head of Finance and assist in the drafting of financial reports, budgets and financial forecasts in line with articles of governance and financial regulations
- To provide strategic leadership in terms of completing bids for EFSA grant funding or commercial funding to support capital projects and other infrastructural developments
- To line manage and oversee the financial function of the College in order to ensure a high level of quality and effectiveness in the management and deployment of budgets, financial controls and monitoring of budget-holders' activity
- To prepare and present reports for governance committees on matters related to financial management and performance and national funding policy and principles
- To hold the oversight of tendered service contracts e.g. catering, capital developments, security etc.
- To conduct tendering/quotation processes in accordance with ESFA regulations and in line with the College's financial regulations

### **Enrolment and Student Registration**

- To take lead responsibility for the enrolment and student registration processes, coordinating the strategy and logistics and liaison between the curriculum, pastoral and support functions

### **Management Information Systems and Completion of ILR**

- To ensure that the College is compliant with all external and internal funding and audit requirements and that the College pays due accord to legislation governing administrative and recording procedures, the handling of data and the communication of data
- To take lead responsibility with respect to the preparation and submission of the ILR and all records related to student activity and status for the purposes of funding claims and audit, to include Additional Learning Support contracts with EFSA and local authorities
- To line manage the Director of MIS responsible for the preparation and management of ILR and performance data and all elements of and control of management information systems

### **Statistical Control**

- To take lead responsibility for the production and dissemination of routine and extraordinary returns to the DfE and other external regulatory bodies
- To produce and control statistical information for College management and governance functions and advise on sector benchmarking and institutional context
- To line manage and quality assure those functions responsible for the preparation of data
- To ensure all collection and deployment of data is in line with GDPR requirements

### **Audit and Risk Management**

- To assist the Principal in ensuring that College practices and procedures are compliant with audit requirements, relevant legislation, funding body requirements and the College's instruments of governance
- To take a directive role in the identification and management of risk
- To assist the Principal in the assessment of institutional risk and compilation of risk registers and the reporting of risk to the Governing Body
- To take a lead role in overseeing external and internal audit processes and ensuring that College practices are compliant with audit requirements and to assist the Principal in reporting on risk and compliance to the Audit Committee
- To take a lead role in the compilation and agreement of business continuity and disaster recovery plans
- To compile and direct the College Continuity Plan and to deputise for the Principal (if required) in leading the College's Crisis Management Team
- To be responsible for ensuring that business, assets and personal liability insurance cover is adequate, good value for money and kept under annual review

### **Non-Core Business Management and Commercial Ventures**

- To contribute to the strategic and operational planning and direction of the College's commercial enterprises
- To maximise the potential for the College to generate income
- To ensure that due diligence is conducted on new or supplementary commercial ventures and to oversee the research, development and implementation phases of such ventures, keeping performance under review

### **Cross-College Resources and Services**

- To take a lead role for the oversight of the following cross-College services: Integrated Student Services; MIS; IT; Estates; Security; Finance; Marketing and Recruitment; Examinations; disbursement of 16-19 Bursary and College Meals funds

### **Physical and IT Resources**

- To take a lead role in the deployment of physical and IT resources in order to support the College's strategic direction, the work of the Senior Management Team and the core and non-core business of the College
- To oversee the team responsible for the procurement and deployment of IT resources to support successful teaching, learning and assessment and communication and record-keeping

### **Estates, Security and Capital Development**

- To assist the Principal in the completion, implementation and regular update of a strategic plan for the College estate
- To oversee the estates and premises functions and line manage the Estates Manager
- To conduct due diligence in the research, development and implementation stages of capital developments and upgrading of the estate and oversee related contracted services
- To oversee the maintenance and sustainability of the estate
- To oversee the security functions of the College and manage any related contractual arrangements

### **Contracted Services**

- To lead on the oversight and management of all contracted services: estates, security, maintenance contracts and consultancy contracts

### **Health and Safety**

- To assist the Principal as Lead Officer for all policies, procedures and compliance with statutory and sector requirements with respect to Health and Safety
- To oversee the work of the Health and Safety Committee

\*This job description is not an exhaustive or final statement and it may be subject to modification or amendment at any time after consultation with the post-holder. It will be reviewed on an annual basis as part of the annual review of performance and development.

## Person Specification

### Senior Manager of Business, Resources and Facilities

**Reporting to:** Principal and Associate Principal for Curriculum and Associate Principal for Welfare and Pastoral Development

**Assisted by:** Assistant Principals, Directors, Heads of House and Heads of Faculty

Criteria	Essential	Desirable
<b>Qualifications</b>	Good honours degree or equivalent	Post-graduate professional or technical qualification in: Educational business management or Financial management or Administration or Education
<b>Experience</b>	Experience of leadership and management in an educational or alternative business environment	Experience of overseeing management information services and statistical control in a post-16 educational setting
	Good knowledge of legislation frameworks surrounding financial, administrative and premises management	Experience of working with facilities and site services such as catering, security, estates management and care
	Significant experience of contributing to successful financial or administrative management	Knowledge and experience of monitoring, creating and implementing financial control procedures, financial record-keeping and income generation
	Experience of managing the performance of support services	
	Experience of working with external suppliers, contract negotiation and management	
	Experience of dealing with complex contractual compliance/facilities management	

<b>Knowledge and Skills</b>	Knowledge of financial software	Knowledge of Individualised Learning Record in post-16 educational setting
	Knowledge of management information systems	Good understanding of post-16 funding principles and processes
	Excellent numerical skills	
	Excellent communication skills	
	Expertise in the use and application of information technology as a tool for communication and supporting objective decision-making	
	Excellent interpersonal skills	
	Experience of effective change management; of persuading and influencing others	Experience of effective change management at institutional level
	Excellent line management skills, ability to motivate and support high quality and standards in practices and processes	
	Experience of performance management intervention	Experience of tackling under-performance successfully
	Ability to interpret the application of legislation and regulations	
	Ability to analyse data, compile statistical information	Experience of working with data and statistical control
	Understanding and experience of managing logistics and present complex information in a clear and accessible form	Experience of working with and reporting to key stakeholders eg. Board of Governors
	A flexible approach to work and an ability to prioritise and adapt	
	An ability to work in a team but also to be a self-starter	
An ability to manage		

	multiple deadlines and deal with busy workload	
	An ability to think constructively and strategically	Experience of strategic management
	An ability to solve problems	
	Potential to delegate effectively	Experience of delegation
<b>Personal Qualities</b>	A positive outlook	
	Approachability	
	Reliability	
	Energy, enthusiasm and stamina	
	Flexibility and determination	
	Perseverance	
	Patience and good humour	
	An ability to work under pressure	
	An ability to resolve conflict	
	An ability to develop and maintain positive working relationships within and beyond the College	
	The potential to be a proactive, charismatic and inspirational leader	Experience of leadership and management at a senior level

	<b>A commitment to the promotion of equal opportunities</b>	<b>Appreciation of cultural diversity and a track record of effective action to support equality of opportunity</b>
	<b>Loyalty to the community and institution</b>	