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## THE POST

**Dept:** Institute of Technology (IoT) in the South West of England  
**Post:** Chief Executive Officer (Secondment Opportunity)  
**Reference No:** P68103  
**Responsible to:** IoT Board

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This position is available on a secondment basis for one year.

**Applicants must be employees of the HE and FE Anchor Partners within our IoT consortium: University of Exeter, University of Plymouth, Petroc, Exeter College, Bridgwater and Taunton College, Truro College & Penwith College and City of Plymouth College.**

## JOB DESCRIPTION

- **Purpose**  
Deliver outstanding leadership for an Institute of Technology (IoT) in the South West of England, enabling it to:
  - provide employers with the skills that they need to succeed, now and in the future
  - provide learners with excellent technical education
  - enable the South West to become one of the world's leading regions for digital, engineering and manufacturing technologies
- Promote a culture of collaboration and ethos of excellence across the IoT partnership
- Support the IoT Board in translating its IoT vision into reality, ensuring the highest expectations of stakeholders and funders are met

### Responsibilities:

- Develop and deliver the strategic direction and operational delivery of the IoT
- To provide the strategic and day-to-day leadership and direction of the IoT
- To provide executive support for the IoT Board, including strategic and operational development and initiatives, including leading on major projects or major policy areas; evaluating the implications of major new activity to inform collective decision-making; and contributing to the continuous improvement of the IoT
- As part of the senior management team, assist in delivering comprehensive policy and planning activities, including effective delivery of management information and advice across the full projects portfolio.
- As the IoT Accounting Officer, to provide effective management of IoT funding and budgets, effective financial reporting, and value for money.
- Provide expert advice with supporting analysis, proactively making recommendations to the Board
- Facilitate matrix working arrangements. This includes overseeing the line management and oversight of the career development of the IoT Executive Management Team members
- Lead on developments for initiatives, drawing in expert support as required. This includes as appropriate authoring proposals; budget preparations and costings

- As Programme Executive, to lead the IoT implementation programme and provide executive support for the Programme Board
- To meet the IoT's targets and key performance indicators
- To establish and support an IoT Employer Leadership Group
- To develop strong relationships with partner organisations ensuring that they deliver their responsibilities in an efficient and effective manner
- To promote an open, trusting and supportive environment and culture of collaboration across the partnership
- To support / ensure that IoT Partners deliver their responsibilities under the terms of the IoT Licence Agreement
- To support / ensure that IoT Partners deliver their responsibilities under the terms of the IoT Capital Funding Agreement
- To co-ordinate and ensure effective reporting to DfE
- To support the development of the IoT Observatory and Academy
- To support the recruitment, deployment, motivation, development and performance management of the IoT Executive Management Team, making effective use of their skills and experience and ensuring that all staff have a clear understanding of their roles
- To provide leadership to staff of partners with IoT delivery roles, working as a virtual team (the Operational Management Team, coordinated through Operational Management Committees)
- To identify opportunities for further collaboration consistent with the aims and objectives of the IoT partnership
- To represent the interests of IoT with external stakeholders
- To raise the profile of IoT, ensuring that it is recognised for outstanding learning and for making an important contribution to regional economic and skills strategies
- To support the establishment of creative and effective approaches to learning and teaching that are responsive to employer needs
- To promote collaboration across the IoT partnership, focused on:
  - curriculum development
  - delivery of teaching and learning
  - creation of progression opportunities for students
- Any other duties commensurate with the level of this post as directed by the IoT Board

## **PERSON SPECIFICATION**

### **Essential**

- Educated to at least degree level
- Successful track record in management / strategic leadership either in a complex post-16 education provider, or in the digital or engineering/manufacturing sectors
- Experience of leading large scale, multi-partner collaborative projects, with sound judgement, energy and enthusiasm

- Experience of business development and delivering innovative services in response to employer needs
- Experience in improving delivery of education, training or other staff development at your own organisation and/or partner/client organisations
- Experience of managing change, with a successful track record of shaping an organisation and achieving planned outcomes
- Successful track record of operating as the ambassador and public face of an organisation, undertaking external communications

#### **Desirable**

- Experience of developing high level strategic partnerships
- Experience of working with and reporting to a Chair and Board
- Experience of capital development / construction projects, preferably in an educational or other public sector setting
- An understanding of education, skills and regional economic development policy
- Higher Degree or Level 5 Professional Qualification

#### **Terms & Conditions**

The terms and conditions of your existing employment will apply.