**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Performance Development Manager | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| Band 5 – Pro Rata  £34,432 - £39,105 per annum relating to qualifications, skills and experience | Local Government Pension Scheme  33 days holiday plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Executive Director of Quality and Performance | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| **Identify opportunities to streamline, modernise and automate processes** that have a direct and indirect impact on learners**.**  **Design clear, effective operating models that improve the completeness, accuracy, timeliness and use of systems and data** used throughout the learner journey.    **Produce highly-effective, value-for-money solutions by eliminating inefficiencies** and driving quality improvement in all systems and processes used during the learner journey.  **Work with teams across the college to understand and then address workload concerns** by reducing time spent on manual, long-winded or duplicated tasks.  **Support teaching colleagues in addressing their workload concerns by helping them work SMARTER.**  **Implement rapid improvements to organisational efficiency and service delivery.**  **Work closely with staff across administrative and teaching departments, understanding their needs to formulate innovative solutions to problems.**  **Demonstrate a strong technical understanding and exceptional interpersonal skills; able to communicate with stakeholders at all levels, both verbally and in writing.**  **Work closely with the Executive Director of Quality and Performance in reviewing systems and processes that support the quality agenda cross-College.**  **Work effectively with the Head of IT services, whose team will provide outstanding technical and functional support.**  **Take a pro-active and hands-on approach, applying appropriate project management techniques to ensure swift improvement.**  **Report and communicate progress against plan and issues to the senior management team,** college teams directly involved in delivery of the project and all other stakeholders.  **Provide a high-quality, pro-active service** to all staff by co-ordinating the College’s Continuing Professional Development offer. This includes:  **Source, arrange and co-ordinate high-quality training and development** that meets statutory and business requirements.  **Track and monitor the completion of mandatory and other training** to ensure the college meets its legal, moral and ethical obligations, and the needs of its staff and students by increasing professional knowledge and skills across the workforce.  **Oversee the administration of the CPD budget** through the processing of CPD applications, liaison with staff and managers and the application of our CPD policy.  **Seek out value-for-money training and development opportunities** by creating and maintaining a network of contacts across relevant partner organisations.  **Plan and execute impactful staff development days,** using your organisational skills to successfully deliver training events on time, on budget and with measurable impact.  **Work with other key colleagues to measure the impact of training and development**, reviewing our CPD offer annually to ensure its effectiveness.  **Create accurate reports and share accurate information as required** that illuminates the availability, uptake and impact of our CPD offer.  **Provide accurate financial information about the usage of the CPD budget.**  **Attend meetings about CPD as required,** giving input and challenging assumptions where needed.  **Lead on all operational and administrative matters relating to CPD.** | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Highly organised and proactive (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| 4 GCSEs (inc English and Maths) at grade 4 or above (A)  Administrative and organisational experience (A)  Experience of invoicing and budgeting processes (A/I)  Relevant professional accreditation - Project Management Advanced level (such as PMP / APM / Prince 2 Practitioner / Prince2 Agile / ScrumMaster)  Qualified to at least Level 4 in Business Analysis, Project Management, Computer Science or other similar subject | Experience of co-ordinating continuing professional development. |
| ***General Intelligence*** | |
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| ***Special Aptitudes*** | |
| Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Experience of successfully delivering process optimisation projects, such as automation of processes or systems  Experience of proposing and implementing innovative solutions to solve user problems  Excellent IT skills and proven MS 365 skills (A/T)  Ability to build relationships and networks (A/I) | Experience of report writing. |
| ***Interests*** | |
| Understanding of and passion for education (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Excellent communication skills (I)  Approachable (I)  Person centred approach (I)  Positive and enthusiastic attitude (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required –conventions / conferences / CPD events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Performance Development Manager | Quality, Learning and Development Team |
| **SALARY** | HOURS OF WORK |
| Band 5 – Pro Rata  £34,432 - £39,105 per annum relating to qualifications, skills and experience | 37 Hours Per Week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 33 days holiday, plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |