# Director of the Institute Technology (IoT)
## Job Description

CHESHIRE & WARRINGTON
INSTITUTE OF
TECHNOLOGY

| | | |
|---|---|---|
| Area | : | **Cheshire & Warrington Institute of Technology** |
| Salary | : | **M7 (Salary Points 61 - 65) (£84,189 - £94,737)** |
| Hours of Work (Full-time) | : | **Full-time** |
| Line Manager | : | **Principal/CEO** at Cheshire College South & West (Lead Partner) |
| Direct Reports | : | None |

**Main Purpose of Job:**

The IoT Director will ensure that the IoT offers a lasting benefit to the region's ambition to grow its technological know-how in a coordinated way. The Director is responsible for the successful, effective and timely delivery of the IoT *(Cheshire & Warrington)* as per the licensing agreement between Cheshire College South & West and the Department for Education *(DfE)* and fulfilment of all legal requirements as set out in the agreement. The post holder is expected to liaise and collaborate with partner academic institutions, employer organisations and the DfE as required for its smooth delivery. Regularly reporting progress including the fulfilment of the KPIs to all parties involved and provide other reporting requirements as required.

**Key Duties and Responsibilities:**

1. Provide strategic and operational leadership and governance, involving all partners and learner voices and balancing oversight by the Accountable Body, employer engagement and local responsibility for delivery and operations.

2. Managing the role of each partner in delivering each part of the IoT Collaboration setting out the obligations between partners, including processes for securing, monitoring, and managing these, including mechanisms to deal with poor performance and ultimately ending the partnership.

3. Manage the capital grant centrally, whilst having oversight of building work at FE partners managed through partners' existing estate's function.

4. Ensure all legal and formal requirements between lead partner and partner colleges including the sub-licenses are agreed and signed and updated as necessary.

5. Agree the KPIs between the HE and FE partners as required for the licensing agreement. Liaise with DfE for any clarification and provide them with update and agree changes to the KPIs if necessary.

6. Liaise routinely with appropriate IoT leads at each partner, and coordinate collection of data from all partners and produce monthly monitoring report in the format required by DfE.

7. Oversee provisions delivered through IoT license arrangements to ensure adequate standard of quality based on appropriate requirements for the level and maintain risk registers to ensure the delivery of the terms of the licence. Aim to meet or surpass the KPIs.

8. Consider ways to enhance the quality of teaching and learning across the IoT partners for the benefit of the IoT learners including in areas such as the standard of teaching and assessment, utilisation of facilities from among the partners, and modernisation of curriculum.

9. In consultation with DfE, the Employers and Education Partners update the curriculum as and when necessary for the best utilisation of the IoT partnership.

10. Lead and coordinate among partners to facilitate an improved student journey through the levels and across the providers.

11. Manage clear branding of the IoT across the region accompanied by PR, marketing and recruitment activity involving all partners offering services in-kind to deliver a distinctive, cohesive, and recognised IoT provision.

12. Liaise and coordinate activities with the DfE Project Officer, IoT leads in Partner Colleges, industry contacts and the IoT Employer Board.

13. Oversee and manage IoT SMART outcomes including risk, progression, attainment, recruitment, research, employer engagement, building on existing good practice.

14. Ensure that the IoT meets the needs of employers including managing opportunities by holding regular planning and review days, engaging with learners, and teaching staff, observing teaching and facility use in practice, ensuring workplace visits and mentoring opportunities.

15. Coordinate research opportunities among the IoT Partners. Investigate and secure additional funding opportunities for the IoT for use during the licensing period and beyond.

16. Report to Vice Principal Innovation, Curriculum & Quality at Cheshire College South & West (Lead Partner) and to the Chair of the IoT Employer Board. Liaise with all partners including the Lead FE College, and IoT Employer Board members.

17. Liaise with partners to coordinate recruitment of the IoT branded workforce against a suitable skills matrix to ensure that there is no internal duplication of skills, or worse, skill shortages.

18. Lead on networking with the national IoT Network and other support organisations whose purposes and objectives are aligned to that of the IoT.

19. Ensure compliance with accurate input of data including the appropriate handling of data in accordance with GDPR requirements and established College policies and procedures to safeguard the integrity of data.

**Generic Duties and Responsibilities:**

20. Promote a culture of innovation, excellence and equality.

21. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.

22. Contribute to the development of and ensure compliance with college policies, procedures and agreements.

23. Undertake appropriate staff development activities that support personal development and the changing needs of the IoT and its environment

24. Be aware of, and responsive to, the changing nature of the IoT and adopt a flexible and proactive approach to work.

*This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.*

# Director of the Institute Technology (IoT)
**Person Specification**

CHESHIRE & WARRINGTON
INSTITUTE OF
TECHNOLOGY

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

| | Application | *Assessment | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
|---|---|---|---|---|---|---|
| **Assessment Method** | | | | | | |
| **Education and Qualifications** | | | | | | |
| *Essential* | | | | | | |
| • Degree or equivalent professional qualification | ✔ | | | | ✔ | |
| • Evidence of continuous professional development on strategic issues facing the further education and/or Higher Education sector | ✔ | | ✔ | | ✔ | |
| • Evidence of continuous professional development specific to strategic leadership | ✔ | | ✔ | | ✔ | |
| • Valid UK Driving Licence | ✔ | | | | ✔ | |
| *Desirable* | | | | | | |
| • Hold a higher degree or is working towards one. | ✔ | | | | | |
| **Skills and Experience** | | | | | | |
| *Essential* | | | | | | |
| • Detailed knowledge of teaching and Learning in FE and HE and managing the delivery of Technical subjects at HE and FE levels. | ✔ | | ✔ | | | ✔ |
| • Substantial evidence of outstanding senior leadership and successful achievements in a complex educational environment. | ✔ | | ✔ | | | ✔ |
| • Detailed awareness of the national, regional and local higher technical skills needs. | ✔ | | ✔ | | | ✔ |
| • Experience of leading FE & HE quality enhancement processes, such as course monitoring, NSS, TEF, OfS, OFSTED inspections, and KPI monitoring. | ✔ | | ✔ | | | ✔ |
| • Significant teaching experience in an FE or HE settings, including the use of VLEs and a range of delivery models. | ✔ | | ✔ | | | ✔ |
| • Experience of liaison and joint working with other levels of education. | ✔ | | ✔ | | | ✔ |
| • Experience of developing curriculum and courses at Levels 4 and 5. | ✔ | | ✔ | | | ✔ |
| • Substantial evidence of outstanding senior leadership and successful achievements in a complex educational environment | ✔ | | ✔ | | | |
| • A proven record of dynamic and visionary leadership | ✔ | | ✔ | | | ✔ |
| • An open leadership style that motivates and inspires others to achieve outstanding results | ✔ | ✔ | ✔ | ✔ | | ✔ |
| • Strong team building skills | ✔ | ✔ | ✔ | ✔ | | |
| • A proven record of innovative use of digital technologies to enhance teaching, learning, assessment and support | ✔ | | ✔ | | | |
| • Sound knowledge of the data interpretation and analysis. Ability to interpret, understand and analyse the processes the IoT needs to have in place to achieve its targets and commission the appropriate systems to underpin their successful delivery. | ✔ | ✔ | ✔ | | | |
| • Responsibility for developing and implementing projects and systems to a timescale and to quality parameters. | ✔ | | ✔ | | | |

| | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| • Detailed knowledge and understanding of curriculum planning, funding and curriculum efficiency. | ✔ | | ✔ | | | |
| • Successfully managing change | ✔ | | ✔ | | | ✔ |

| **Personal Attributes** | | | | | | |
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Essential

| | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| • A proactive leader, with an open manner and exceptional interpersonal communication and presentation skills who can adapt and establish trust, motivation and respect at all levels, across all partners. | ✔ | | ✔ | | | ✔ |
| • An innovative problem solver with a challenging, commercial outlook, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines. | ✔ | | ✔ | | | ✔ |
| • Emotional intelligence, self-awareness and confidence | | | | ✔ | | ✔ |
| • Effective leadership and management skills to facilitate strategy and policy development and delivery. | ✔ | | | ✔ | | ✔ |
| • A change agent, with ability to motivate and gain commitment to objectives and integrate a multi-professional team. | | | ✔ | | | ✔ |
| • Able to appropriately challenge staff and hold difficult conversations | | | ✔ | ✔ | | |
| • Ability to develop and maintain effective relationships with key partner stakeholders. | ✔ | | ✔ | ✔ | | |
| • Lead and manage a complex portfolio in line with strategic priorities and budgetary parameters. | ✔ | | ✔ | ✔ | | |
| • Ability to formulate an open and inclusive style of communications. | ✔ | | ✔ | ✔ | | |
| • Accuracy and attention to detail | | | | ✔ | | |
| • Excellent organisational skills, ability to prioritise and work effectively under pressure | | | | ✔ | | |
| • Flexible approach to working | ✔ | | ✔ | ✔ | | |
| • Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the college community | ✔ | | ✔ | ✔ | | |
| • Commitment to on-going professional development of self and others | ✔ | | | | ✔ | |

**OFFICE USE ONLY**:

| Completed by | **Principal/CEO** | Date | **April 2025** |
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| **Existing Role** | ✔ | **New Role** | |
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Ref: