



**Dumfries and  
Galloway College**

One step ahead

## Job Description and Role Profile

<b>Job Title:</b>	<b>Vice Principal - People and Transformation</b>
<b>Accountable to:</b>	Principal & Chief Executive
<b>Line manager:</b>	Principal & Chief Executive
<b>Direct Reports:</b>	Director of Digital Services HR Manager

### 1. Job purpose:

As a member of the Executive Leadership team, contribute to the strategic direction of the College and lead, develop, and implement the People and Culture and Digital strategies.

To be responsible for workforce and digital transformation and lead internal communications across the College.

To assist the Principal in the successful realisation of the Board of Management Strategic Objectives

### 2. Principal accountabilities

#### 2.1 Main duties - General

##### Leadership and transformation

Lead the development and implementation of the People and Culture Strategy and to be accountable for measurable improvements in all aspects of people and culture in the College.

Lead the digital strategy to transform the infrastructure to enable the modernization of curriculum and support functions.

Create and deliver a vision for delivering transformational change across the College through the People function, maximising the use of digital solutions to ensure all aspects of the service, its systems and processes are fit for purpose, high quality, and continuously improving.

Advise, guide and lead discussions on organizational and workforce structures for the College that align to the strategic direction and vision for the College and ultimately ensure institutional sustainability.

To assist the Principal in the successful realisation of the Board of Management Strategic Objectives

Work with senior colleagues to create a vision for an agile workforce and lead on ensuring appropriate people and digital systems and frameworks. are in place to help realise the vision.

### **Professional leadership and governance**

Provide relevant professional advice and support to the Board, Executive and Senior Leadership teams and the functional managers within your area of responsibility.

Provide leadership, strategic direction and line management for complex, multi- functional areas of responsibility. Lead, organise and direct the work of the teams to ensure it is delivering the operational plan through a high quality, cost effective and efficient service and demonstrates a commitment to continuous improvement.

Support the defining and development of corporate objectives, translating these into appropriate and effective action programmes.

Review, update and develop an employment policy framework to ensure legal compliance and one that supports a flourishing organisational culture.

Lead a culture of continuously improving people performance through personal leadership and example, and through the evidence-based People and Culture Key Performance Indicators.

Lead the development and implementation of the digital strategy to support effective teaching and learning and working practices across the College.

To be responsible for the planning, management and development of the College IT infrastructure and systems within an agreed timescale and within an affordable budget.

To be responsible for the security of all college systems and compliance with all statutory requirements associated with the IT infrastructure.

Lead the effective management and development of employees across the areas of responsibility in accordance with people related policies, ensuring staff are consulted, empowered, valued and motivated.

Develop and implement performance management policies and processes to align individual contributions to organisational goals.

Lead and be responsible for developing the College as an anti-racist, anti-sexist, anti-homophobic institution through clear measurable actions through the Equality Outcomes framework to deliver the Public Sector Equality Duty.

Lead, organise and direct the work of the teams to ensure it is delivering the operational People and Digital Services Plans through a high quality, cost effective and efficient service and demonstrates a commitment to continuous improvement.

Lead the development of the College's Pay and Reward strategy ensuring that national agreements are contributed to effectively and local arrangements implemented to recruit and retain the best people.

Provide professional leadership and technical advice to the Board on senior staff remuneration.

To be responsible for the planning, management and development of the College IT infrastructure and systems within an agreed timescale and within an affordable budget.

To be responsible for the security of all college systems and compliance with all statutory requirements associated with the IT infrastructure.

To be responsible for the management of delegated budgets.

To Deputise for the Principal as required.

### **Collaborative Working**

To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to, and develop, a positive and regional team ethos within the areas of responsibility and across the College.

Ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are implemented, monitored and regularly reviewed so that legal requirements are met.

Actively promote the College's vision and values ensuring effective team working and high levels of professional conduct and the effective use of resources.

Build strong and productive relationships with a wide range of stakeholders within and beyond the institution including trade union representatives and national networks.

Create and promote an environment of trust and openness.

### **2.2 Main duties - Specific**

1. Leadership and line management of Human Resources, Organisational Development and Payroll services.
2. Leadership and line management of ICT and IS (Digital Services)

3. Develop and lead on the successful implementation of the People and Culture Strategy across Dumfries and Galloway College.
4. Direct and control payroll preparation, processing, and distribution.
5. Provide professional HR advice to the College in line with employment law, best practice, and national and local policies.
6. Ensure that legislative and national HR and Payroll requirements are implemented correctly within the College.
7. Manage the delivery of external contracts.
8. Manage the Job Evaluation Scheme, through job evaluations and equal pay audits to ensure that posts are remunerated appropriately, and salary decisions are based on an objective assessment of the duties of the post.
9. Ensuring that all information is retained in accordance with Data Protection law and regular audits are carried out to assess compliance. To be responsible for GDPR for the College.
10. Implement strategies, plans and targets for equal opportunities and diversity to support the College's objectives.
11. To ensure that available resources are used efficiently to deliver a high-quality service while meeting efficiency savings targets.
12. Manage the administration of employee pension schemes and liaise with Scottish Public Pensions Agency and Dumfries and Galloway Council (Local Government Pension Scheme).
13. Proactively monitor all relevant people data and metrics to identify emerging trends, make appropriate recommendations to address any issues and align those recommendations with the organisational culture proposed in the People and Culture Strategy.

### **2.3 Outcomes and Impact**

Ensure that the people strategies have measurable KPIs and take personal responsibility for ensuring that these are met across the College.

Provide advice, guidance and support to managers and staff on employee relations and welfare issues.

Discharge duties and responsibilities under the College's Health and Safety Procedures which may include Risk and COSHH Assessments and participation in evacuation procedures as necessary.

Any other duties which may be reasonably required of the post.

### **2.4 Achieving Success and Capacity for Improvement**

Demonstrate and actively promote the College's agreed approach to employee engagement. Continuously identify areas for improvement.

Lead and manage key programmes and projects, ensuring successful delivery against agreed national and local targets and outcomes, and compliance with financial regulations and codes of practice.

Embed effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.

Ensure that resources are optimised and controlled effectively by the development, implementation and monitoring of robust departmental and financial planning processes.

Ensure that, within the policies agreed by the College, a cost conscious approach to the utilisation of resources, including finance and budgetary control, staffing levels, supplies, equipment and premises.

### **2.5 Corporate Leadership Responsibilities**

Develop, Implement and promote College policies.

To lead on ensuring that direct reports are compliant with their corporate duties in relation to Health and Safety, Safeguarding, Prevent etc.

To ensure that all staff are trained in safeguarding and child protection and are aware of their own responsibilities To discharge duties and responsibilities under the College's Health and Safety Procedures which may include Risk and COSHH Assessments and participation in evacuation procedures as necessary.

Implement Health and Safety and security measures in accordance with statutory and College requirements.

Be a role model and operate at all times supporting College values and corporate management.

Champion Diversity and Equality, and the College's mission, vision, values and behaviours

Undertake cross college operational management duties to support business continuity needs e.g. Fire Marshall, First Aider, Duty Manager

Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.

Deliver a customer-focussed approach towards all stakeholders.

Develop effective working relationships internally and with external partners.

Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

### 3. Role Profile

Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
<p>This role is part of the College Executive Leadership Team, reports directly to the Principal and Chief Executive and advises the Board of Management and Remuneration Committee on employment and remuneration matters. Role provides leadership on digital strategy and cybr</p>	<p>Advise and contribute to the strategic development of the College.</p> <p>Responsible for the People and Digital Services functions</p> <p>Responsible for the development and implementation of people processes and policies to ensure compliance with legislative requirements.</p> <p>Responsible for employment advice to the Board</p> <p>Responsible for specialist remuneration advice to the Board</p> <p>Responsible for the PSED</p> <p>Responsible for the College payroll.</p> <p>Responsible for Pensions administration.</p> <p>Responsible for a robust, reliable and secure ICT Network that delivers leading technology to both students and staff.</p> <p>Responsible for an integrated systems stream across the College</p> <p>Responsible for a streamlined, reliable and effective analysis of core business data to enable strategic leads to deliver strategic aims and objectives</p> <p>Lead change to ensure that ICT support and guidance is supportive and of high quality.</p>	<p>Knowledge of people strategies and policies.</p> <p>Employment Law</p> <p>Equality Law</p> <p>TU Regulations</p> <p>Innovation in service delivery</p> <p>Outstanding customer focus with strong attention to detail and high standards.</p> <p>Management of Capital projects, procurement and budgets</p> <p>Data development platforms using Microsoft technologies and unifying data from multiple systems for centralised reporting</p> <p>Service planning</p> <p>Software licensing and data protection legislation</p>	<p>Experienced in influencing and negotiating</p> <p>Skilled in clear and high-quality verbal, written and presentation communication</p> <p>Effective interpersonal skills with the ability to engage with people across the spectrum of responsibilities and experiences.</p> <p>An individual track record of achievement in a management role in the private or education sector</p> <p>Effective leadership and management skills to contribute to the development of strategy and delivery of it's targets</p>	<p>Educated to degree Level in relevant subject.</p> <p>Ability to communicate effectively with staff members at all levels within the organisation.</p> <p>Ability to use own initiative.</p> <p>Chartered CIPD membership is desirable.</p> <p>Knowledge and experience of ICT network and service management</p> <p>Knowledge and experience of managing digital transformation projects</p> <p>Knowledge and experience of digital and information services, emerging technologies and their impact on service delivery and user expectations</p>



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<b>Date description created/revised</b>	November 2021
<b>Date of next review</b>	
<b>Manager signature</b>	
<b>Employee signature</b>	
<b>Date received by employee</b>	