 **Job Description**

**Job Title:** Assistant Principal: Higher Education

**Responsible to:** Vice Principal: Academic

**Job Purpose:** To be responsible for the development, strategic and operational realisation of the NPTC Group of Colleges’ Higher Education Strategy.

**Principal Responsibilities**

1. To coordinate, at a strategic level, the Higher Education work across the Group;
2. To line manage the Academic Registrar: Higher Education to ensure that the College delivers a high quality HE provision and an excellent HE student experience by working collaboratively with internal and external stakeholders, including awarding bodies, regulators and funders;
3. To liaise with the operational and functional areas of the College to ensure that the needs of all Higher Education students are met;
4. To represent Higher Education on relevant internal and external committees and stakeholder events;
5. To be responsible for the collation, interpretation and reporting of data in relation to the performance of all Higher Education courses;
6. To be responsible for the development and maintenance of Higher Education quality systems across the Group, with partner Universities and QAA;
7. To be responsible for administering and managing Higher Education bursaries across the group, and to report as appropriate;
8. To work with the new Commission for Tertiary Education and Research

(CTER) and be responsible for responding to, and following, the guidance of circulars;

1. To be the named person for all dealings with QAA including acting as the nominee in any inspections within Higher Education including leading the QAA review;
2. To develop and maintain costing models for Higher Education across the Group;
3. To maintain relationships with Universities and awarding bodies and ensure the compliance with procedures, processes and policies;
4. To lead the development of the University of Wales Technical Institute, with a primary focus on expanding the curriculum across our Higher Education provision;
5. To develop new strategic partnerships and alliances in line with the Higher Education strategy;
6. To keep abreast of changes directed by such institutions as CTER, SLC, Central and Welsh Government and any other relevant external agencies;
7. To effectively communicate Higher Education matters to internal staff and external agencies;
8. To work with the MIS Manager to ensure the HE curriculum, enrolment and HESA/ HEFCW returns are effectively managed;
9. To manage all HE related meetings and to report to the Senior Management Team and Corporation Board as appropriate. HE Co-ordinator Meetings, and HE Operational Meetings;
10. To administer and manage all Higher Education matters such as validation, annual monitoring and partner approvals, including the Fee and Access Plan;
11. To monitor effective expenditure of the Higher Education budget.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director, which may lead to revisions in light of the operational requirements of the College.