



City of
Portsmouth
College

Deputy Principal Data, Digital and IT

Candidate Information Pack



March 2025
www.fea.co.uk/job/copc-dp/



Isambard Kingdom Brunel
Engineer

Welcome



Dear Colleague

Deputy Principal for Data, Digital and IT – share your brilliance!

Thank you for your interest in our senior management role of Deputy Principal for Data, Digital and IT. I am delighted that you are considering applying to join us at such an exciting time for the City of Portsmouth College.

It's now nearly four years since City of Portsmouth College was formed by the official merger of Portsmouth College and Highbury College and we're making fantastic progress on our transformational journey. Through this merger, we now provide a united and seamless offer for the communities and businesses of Portsmouth and its wider regions.

We secured an Ofsted judgement of Good at our first inspection in October 2024 and have good financial health. Our student numbers have grown exponentially in the past two years and applications for September 2025 continue to rise.

We are already starting to realise our ambitions for an integrated and responsive college that provides the highest quality of education and training delivered by the most committed and dedicated teaching and business support staff. Excellent leadership and management are fundamental to our continued success and growth. Are you up for the challenge to join our hard-working, dedicated and brilliant senior team? This is a career defining role, which will provide you with the opportunity to demonstrate your exceptional leadership skills and have the freedom to lead and implement organisational transformational change and improvement.

Our new Deputy Principal for Data, Digital and IT will lead on the strategic development, implementation and continual improvement of digital learning and new data-driven and AI technologies across the College. You will also need to have an in-depth working knowledge and understanding of the complex funding and audit requirements that we must adhere to in Further Education. You will inherit strong and stable teams who are knowledgeable and skilled, so we are looking for someone who can mentor and inspire them to the next level of delivery and performance.

To succeed, you will already have a track record of success, ideally having delivered digital transformation in large, complex environments.

You will be ambitious, with the very highest standards, experienced and passionate about the Further Education sector, highly driven to succeed by implementing change and resilient and committed to working collaboratively to achieve the College's vision and aspirations for the future.

A strong belief in the power of digital technology to change education for the better is essential, together with curiosity and enthusiasm for all things digital.

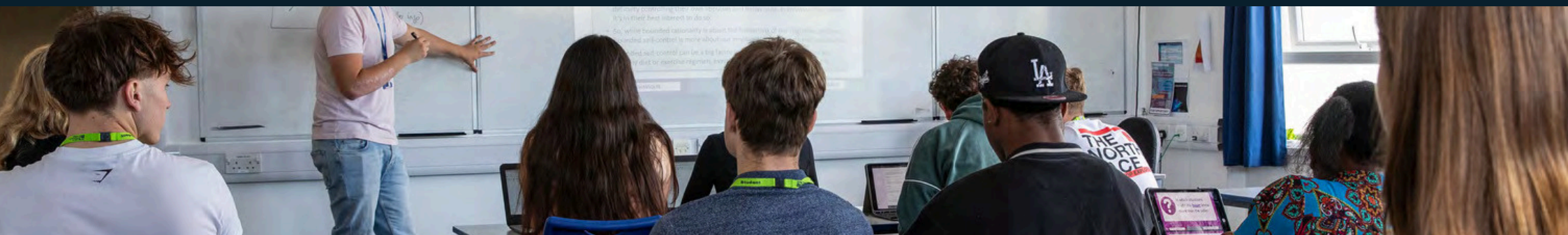
If you think your experience, skills and values are well aligned to what we are looking for, then I would encourage you to apply for this career-defining opportunity and share your brilliance!

We have appointed FE Associates to support us with this important appointment. Prior to submitting an application, interested parties are advised to arrange an initial conversation with our lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date.

With kind regards

Katy Quinn

Principal and Chief Executive Officer (CEO)



Job Description



Job title: Deputy Principal Data, Digital and IT

Reports to: Chief Operating Officer

Responsible for: ILR and Compliance, Examinations, Timetabling and Resourcing, Admissions and Enrolment, Systems Development, IT Services

Salary: £85,000 per annum

Purpose of the Job

The postholder will be a member of the Senior Management Team (SMT). All members of the SMT take corporate responsibility for delivering the strategic objectives of the College and work together as a team to enable these to be achieved, regardless of the specific tasks designated to their role.

- To lead on the development and implementation of a College wide digital strategy.
- To ensure that high quality accessible information services are provided to staff, managers and governors to enable efficient and effective operations.
- Responsible for ensuring that the SMT and others are kept fully informed of funding regulations.
- To ensure all College activities are fully compliant with funding rules and all data returns are timely and accurate.
- To ensure that strategy, policy and procedure are developed to support the College to meet its strategic objectives.
- Responsible for the strategic oversight, management and development of the ILR and Compliance Team; Exams Team, Timetabling and Resourcing Team, Admissions and Enrolment Team, Systems Development Team, IT Services Team.
- To participate in decision making with the SMT to ensure that the College meets its strategic objectives.
- To lead on the development of appropriate IT systems and infrastructure to support cost effective and streamlined business services.



Main Duties and Responsibilities

- Provide direct line management for the leads of the ILR and Compliance Team; Exams Team, Timetabling and Resourcing Team, Admissions and Enrolment Team, Systems Development Team, IT Services Team and work with them to set goals and priorities for their areas of responsibility. Convene regular meetings to review progress and to support them to achieve their goals.
- Ensure the continuous review of core business processes and identify the latest technologies to improve the streamlining of business processes.
- Ensure that all required management and statistical information is produced accurately and on a timely basis and meets all internal and external requirements.
- Ensure the provision of accessible and robust business intelligence to support all operational and strategic functions of the College.
- Ensure that the management of data is robust, efficient and audit compliant.
- Lead on (oversight of) the implementation of any new management information systems in the College, ensuring optimum functionality and best value for money.
- Acts as the lead contact with external funding and regulatory bodies on matters relating to funding and data, ensuring the College's compliance with funding agencies' funding rules. Provide guidance to all staff on any matters relating to public funding methodologies.
- Maintain an oversight of government and funding agency policy changes and proactively prepare the College for meeting these new requirements.
- Develop knowledge of the curriculum and ensure processes and provide consultative support for curriculum planning, assisting academic leads to maximise the funding efficiency of their courses.
- Ensure provision of up-to-date management information and lead the College Funding Review Group to enable the College to meet its funding allocations.
- Collect and compile information on key performance indicators for the SMT and governing bodies.
- Regularly meet with the Director of Finance to keep them informed of all developments.

Quality, Standards and Compliance



Planning and organising

- Implement the Digital Information Strategy and associated development plans.
- Direct and support the relevant heads in the development and implementation of digital strategies.
- Provide robust and timely information to senior management on the operation of the activities of the department.
- Provide strong leadership to the departments, ensuring that they provide a first-class customer service throughout the year to all stakeholders.
- Ensure that departments are properly structured and effectively resourced with the appropriate skills.

Problem solving and decision making

- Proactively engage with the rest of the senior management on key decision making.
- Work with line reports to ensure that they evaluate the information and business process needs of departments and implement solutions that are user friendly, inclusive, effective and efficient.
- Prioritise work to deliver cost effective key business support services within a changing business and financial envelope.
- Ensure that risk within areas of remit is managed and monitored with appropriate controls in place.

Continuous Improvement

- Ensure the departments are self-critical and have robust improvement plans and monitor the progress of these plans.
- Undertake regular reviews to demonstrate that best value is being achieved.
- Support, mentor and develop line reports.





Accountability

- As a member of the SMT, the postholder will require limited supervision in the delivery of the goals set for them. The postholder must be self-motivated and be responsible for setting their own goals and objectives and those of their professional team.
- Report to the Finance & Resources Committee on funding related matters and the delivery of the IT and Digital Strategies.
- Report to the Audit Committee on data and IT strategic and operational risk.
- Responsible for the preparation and delivery of annual budgets for the departments under remit.
- Ensure the Director of IT's development of the College's IT capital expenditure plans is aligned to the College's strategic priorities.
- Ensure that continuous developments are aligned to College strategic objectives for all departments under remits.
- Provide assurance to the governing body on the robustness of College data and compliance to external funding agencies' funding rules.

Personal Development

- Participate in, and co-operate with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carry out (after appropriate training) the Talent Development Reviews for those staff who report to the post, to ensure their continuing staff development and to support internal talent growth and development.
- Work with managers and employees to support the developing culture of the learning organisation and facilitate cultural change.
- Carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.



Personal Development cont'd

- Comply with the College's Code of Conduct for employees, and any regulations which the College may, from time-to-time, issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students.

Diversity and Inclusion and College Values

- It is the responsibility of the postholder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College.
- The postholder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion, and College values.

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.
- The postholder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children.

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College, at the initial place of work or any other of the College's sites within the area.



Health and Safety

- To take responsibility for the management of health and safety within the areas managed in accordance with the College Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health & Safety Manager to ensure a safe working environment for students and staff.
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

General

The job description is a current statement of the duties and tasks required of the postholder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the postholder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

Person Specification



Essential Education and Qualifications

- Degree and/or professional experience to graduate level.
- A qualification in management and/or significant management experience working in a strategic role in the education sector.

Essential Experience

- Significant management experience working in a strategic role in the education sector. In particular:
 - Substantial relevant experience of direct control of business intelligence delivery, including the effective development, deployment and leadership of staff.
 - Substantial experience in developing and implementing information / admin systems and procedures.
 - The ability to organise, analyse and present data clearly and in a variety of formats in response to management information needs and to infer general conclusions from data.
 - Experience of managing business-critical data reporting and audit regimes.
 - Experience of project planning and management and a successful track record of managing and delivering change.
- Good experience and knowledge of management information systems used in the education sector.
- Experience of managing budgets and negotiating procurement of services to obtain best value for money for the College.
- Experience of setting, monitoring and achieving personal, team and organisational standards and targets.
- Experience of contributing to strategic and/or operational plans at middle management level or above.



Skills, Knowledge and Competencies

Essential

- A strong knowledge of further and higher education funding methodologies and the ability to apply this to complex modelling of funding and financial scenarios, including curriculum planning.
- An understanding of the information technologies and infrastructure needed to service a large corporate organisation.
- Proven ability to think critically, analyse problems and arrive at solutions.
- Excellent change management and leadership skills.

Desirable

- Technical understanding of information technologies that enable creation and delivery of business intelligence for the organisation.
- An ability to engage with senior academics throughout the College.
- A strong strategic focus complemented by sound technical and professional skills and knowledge.
- A client focused approach to development of strategy and service delivery with the ability to engage with and influence business strategy; anticipating and determining the direction and priorities of strategic thinking in a complex environment with competing demands.
- The ability to forecast and capitalise on changes within the sector that place demands on the business environment and infrastructure to the competitive advantage of the College.

Personal Characteristics

- Personal and professional commitment to the College's vision and core values and an ability to articulate these meaningfully to staff at all levels to inspire exceptional performance.
- High standards of personal and professional integrity.



Personal Characteristics cont'd

- Experience of working with executive, governing bodies and corporate management teams.
- An effective and inclusive management style that reflects an understanding of managing people, their personal development and welfare.
- Excellent spoken and written communication skills, and high-level IT and financial skills.
- Experience of setting, monitoring and achieving personal, team and organisational standards and targets.
- Experience of contributing to strategic and/or operational plans at middle management level or above.
- Strong ability to influence and persuade a wide range of peers, junior and senior colleagues.
- Ability to forge and sustain good working relationships with individuals and organisations internal and external to the College to promote the interests of the College.
- The ability to delegate effectively and manage a team (both as an assertive leader and in collaborative and supportive team working) in order to achieve demonstrable improvement and high-quality service delivery.
- Ability to articulate a vision, show how it can be achieved and inspire others to success.
- Ability to work under direction and proactively on personal initiative.
- Ability to analyse and synthesise information and present it clearly and precisely in a variety of forms (written and verbal) to a range of customers, students and staff.
- Excellent organisational, administrative and electronic communication ability.
- Ability to work flexibly and often under pressure to meet deadlines and targets.
- To have a strong sense of purpose and the drive to achieve agreed goals.



Other

- A demonstrable commitment to Equality, Diversity and Inclusion, sustainability and College Values.
- Commitment to safeguarding, PREVENT and promoting the welfare of students.
- The required health and physical capacity to carry out the relevant administrative duties, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010.
- Commitment to continuing professional development.
- A commitment to equality of opportunity and widening access to education for all.

City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in our College. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Key Dates & the Recruitment Process

Closing date: 9am on Tuesday 6 May 2025
Interviews to be held: w/c Monday 19 May 2025

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.



Initial Discussion and Recorded First-stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date.

Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the College for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the College.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/job/copc-dp/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 documents necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An Application Form with all sections completed including:

- An explanation of any gaps in your employment in section 6.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in section 9 and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in section 10. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in section 11.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename - i.e. Surname, First Name – copc-dp - Application.

2. The Equality and Diversity Monitoring Form

- This is a Word format document. Please click inside each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – copc-dp - ED.