



**City of  
Portsmouth  
College**

# **Vice Principal Data and Funding**

## **Candidate Information Pack**



June 2025  
[www.fea.co.uk/job/copc-vp/](http://www.fea.co.uk/job/copc-vp/)

**Hertha Ayrton**  
Electrical Engineer

# Welcome



Dear Colleague

## **Vice Principal - Data and Funding – share your brilliance!**

Thank you for your interest in our senior management role of Vice Principal - Data and Funding. 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 achieved an Ofsted rating of 'good' at our first inspection in October 2024 and have two years of economic good 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 Vice Principal - Data and Funding will lead on strategy, compliance and innovation, ensuring the College meets its funding goals while delivering high-quality, accessible information services that drive success. You will need to be a dynamic, forward-thinking leader with a deep understanding of education funding, a passion for excellence and the ability to turn complex data into actionable insights.

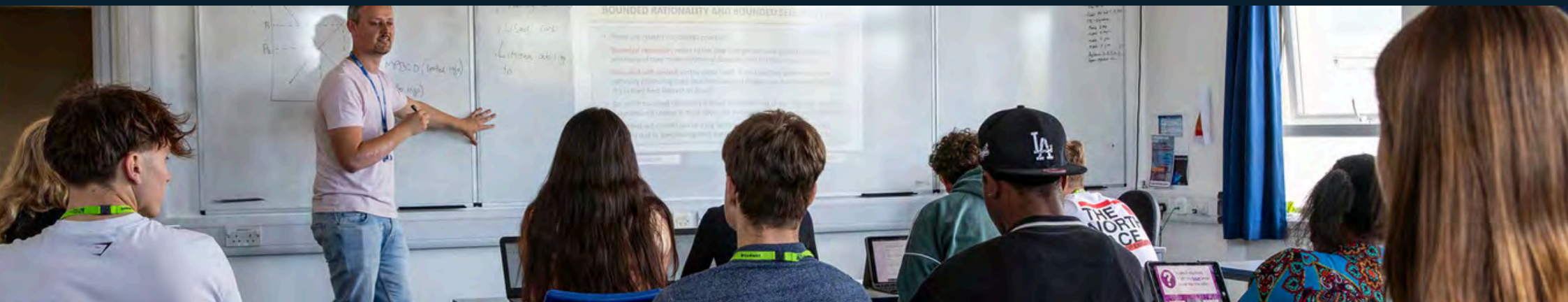
You will be ambitious, with the very highest standards, and highly experienced and passionate about the Further Education sector. You are resilient, highly driven to succeed by implementing change and committed to working collaboratively to achieve the College's vision and aspirations for the future.

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](mailto: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:** Vice Principal - Data and Funding

**Reports to:** Chief Operating Officer

**Responsible for:** ILR and Compliance, Examinations, Timetabling and Resourcing, Admissions and Enrolment, Systems Development.

**Salary:** up to £75,000 per annum

## Purpose of the Job

The postholder will be a member of the Senior Management Team. 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 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.
- To participate in decision making with the SMT to ensure that the College meets its strategic objectives.



## 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 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

- 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.
- Report to the Audit Committee on data and funding audits and operational risk.
- Responsible for the preparation and delivery of annual budgets for the departments under remit.
- Ensure that continuous developments are aligned to College strategic objectives for all departments under remit.
- 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.
- 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.





## Essential Skills, Knowledge and Competencies

- 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.
- Technical understanding of information technologies that enable creation and delivery of business intelligence for the organisation.
- Proven ability to think critically, analyse problems and arrive at solutions.
- Excellent change management and leadership skills.
- Proven ability to operate at a strategic level.
- 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.

## Essential 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.
- Clear ability to actively participate as a member of College Committees and to represent the College externally.
- High standards of personal and professional integrity.
- 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.



## Essential Personal Characteristics cont'd

- 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.
- Strong ability to influence and persuade a wide range of peers, junior and senior colleagues.
- Possession of excellent communication and presentation skills (written and spoken).
- 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.
- Ability to commit to a flexible approach to hours and duties.
- 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 Thursday 3 July 2025**

**Interviews to be held: Tuesday 15 or Wednesday 16 July 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](mailto: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.



## 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.

