



Northern College of Acupuncture

Principal & CEO

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| Role title: | Principal & CEO |
| Reporting to: | Board of Trustees |
| Location: | York |
| Salary: | Up to £80,000 per annum |
| Contract type: | Permanent, full time |

About NCA

Established in 1988 the Northern College of Acupuncture is an independent teaching College as well as a registered educational charity and educates acupuncturists, practitioners of Chinese herbal medicine, nutrition practitioners and complementary therapists. Our thriving and well-respected teaching clinic offers acupuncture, Chinese herbal medicine and nutritional advice to the local community and we are proud to be the first teaching institution in the UK to offer a university degree in acupuncture, the first to offer a University degree in Chinese herbal medicine, and the first to achieve professional accreditation for our acupuncture courses, Chinese herbal medicine and nutritional therapy courses.

Our charitable objectives include providing a high standard of practice in the science and art of acupuncture, traditional Chinese medicine and nutrition for the protection and benefit of all members of the public regardless of their background and prior experiences. This includes offering Postgraduate qualifications to practicing therapists and healthcare providers to improve professional practice; and to promote and engage in investigation and research into the science and art of acupuncture, traditional Chinese medicine and nutrition and to disseminate the results of research.

We are a values-based organisation who aim to create a person-centred, progressive and sustainable community embodying integrity and quality.

Role Description

Purpose of the Role

The Principal & CEO provides executive and strategic leadership of the Northern College of Acupuncture and is responsible for the academic, administrative, and financial operations and management of the organisation. The Principal & CEO is responsible for ensuring that the College continues to be a leading and pioneering establishment of educational excellence through the provision of a rich student experience underpinned by high quality teaching, training

and support, by enabling significant research activity and working with a range of partners to safeguard the reputation of the profession and the College.

Key Responsibilities

Strategic Leadership and Management

- Provide clear strategic vision, direction and leadership, proposing to the Board long-term strategies, business plans and annual budgets.
- Lead on and deliver agreed strategic and business plans for the College.
- Build an effective relationship with the Board of Trustees and provide assurances on the performance of the College against agreed metrics.
- Provide effective leadership for and support the performance of leaders across the College, ensuring that academic and professional services strategies align to wider organisational objectives.
- Identify and align the College's strategy with local, regional and national priorities and sector trends across Higher Education and the Allied Health professions.

Organisational Effectiveness, Governance, and Compliance

- Oversee the day-to-day operations of the College and provide line management to academic and professional services leaders as per the organisational structure.
- Ensure and enable clear delegation of responsibilities and duties across the leadership teams.
- Serve as the Chief Accounting Officer, ensuring robust financial management and planning for the effective deployment of resources to ensure the long-term financial sustainability of the College.
- Ensure the College remains fully compliant with its legal, statutory, regulatory and accreditation responsibilities and duties.
- Ensure that the Board receives accurate and relevant information to ensure it can function effectively and properly discharge its governance and fiduciary responsibilities.
- Ensure effective management of risk, including oversight of ethical conduct, through robust risk management systems and compliance monitoring.
- Ensure that the College has up-to-date and fit-for-purpose policies and procedures covering all aspects of the College's activities for students, staff, visitors and all stakeholders.

Teaching, Learning, and Assessment

- Provide strategic leadership in curriculum development, assessment, and implementation of academic programs, ensuring compliance with accreditation standards.
- Chair relevant academic committees within the College.
- Secure continuous improvement in teaching, learning, and assessment.
- Provide line management to Course Directors as per the organisational structure.
- Ensure professional standards and compliance through oversight of College regulations.
- Ensure that the Board is aware of the effectiveness of teaching, learning, and assessment practices.

Partnerships and Reputation Management

Identify and develop relationships with partners that align with the College's strategic objectives, contribute to raising the profile of the profession and College locally, nationally and internationally, and support the development of appropriate income streams.

- Serve as the lead ambassador and principal spokesperson for the College, safeguarding its reputation and elevating its profile.
- Cultivate strong relationships with the local community, industry partners, alumni, and other stakeholders.
- Encourage and support fundraising initiatives, grant applications, and community partnerships to secure resources for professional development, scholarships, research projects, and college infrastructure development.

Culture and People

- Provide leadership that inspires and motivates colleagues to achieve excellent outcomes.
- Foster a supportive and inclusive learning environment that prioritizes student success, wellbeing, and engagement.
- Support professional development and foster a culture of academic and professional excellence across the College.
- Promote a culture of success, quality, respect for diversity, and exceptional customer service within the College, including its public clinics.

Person Specification

| Qualifications | Essential / Desirable | Assessment: Application / Interview |
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| Qualified to level 7, in a subject appropriate to leadership and/or the academic profile of the College (e.g. Allied Health). | E | Application |
| Evidence of continued professional development. | E | Application |
| Leadership and/or Management, or teaching qualification. | D | Application |
| Experience | | |
| Significant senior leadership experience in an academic or education environment, preferably within the UK higher education sector. | E | Application |
| Academic management of allied health courses, with oversight of teaching, learning, assessment and quality. | E | Application |

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| Management of academic research activities. | E | Application |
| Successful implementation, delivery and monitoring of strategy. | E | Application |
| Leading on effective organisational change or transformation. | E | Application |
| Significant financial management, including budget management, resource allocation, long-term financial planning and reporting on financial performance. | E | Application |
| Building effective strategic partnerships. | E | Application |
| Management of or close collaborative working with professional, administrative or support services. | D | Application |
| Reporting as a senior leader into a non-executive board. | D | Application |
| Knowledge and skills | | |
| An interest in complementary and integrated medicine. | E | Application and interview |
| Knowledge and understanding of the English Higher Education sector and regulatory compliance (e.g. OfS, PSRBs, OIA, CMA etc) | E | Application |
| Strong leadership skills, with the ability to motivate staff to achieve objectives and provide opportunities for development. | E | Interview |
| Approachable, with excellent interpersonal and communication skills and the ability to foster an inclusive environment. | E | Interview |
| Demonstrate commercial or business acumen. | E | Interview |
| A solutions-focused, collegiate and visible approach to leadership. | E | Interview |
| Knowledge and understanding of the Allied Health professions, their challenges and opportunities. | D | Application and interview |
| Commitment | | |
| To the values, mission and ethos of the Northern College of Acupuncture. | E | Application and interview |
| To championing and embedding equality, diversity and inclusivity practices for students and staff. | E | Application and interview |
| To the student experience and successful outcomes. | E | Application and interview |
| To work flexibly and be available to work regularly in York and visit clinics at other locations in the UK as required. | E | Application and interview |