SOUTH & CITY COLLEGE BIRMINGHAM

Job Title: Vice Principal – Chief People Officer

Contract type: Permanent

Hours per week: Full-time – 37 hours

Term-time only: No

Location: Across all College sites

T&Cs: MS

Scale: MSP51

Salary: c.£110,000

Responsible to: Principal & CEO

Job Purpose

A decisive and highly analytical transformational leader to serve as Vice Principal – Chief People Officer, driving the strategic direction and performance of all people-related services across the College (excluding Finance and MIS). This is a pivotal leadership role, accountable for translating the Principal and Deputy Principal's long-term vision into tangible operational outcomes, embedding a high-performing, compliant and forward-looking culture across the organisation.

The postholder will provide strategic oversight of HR (People Services) as the primary area of responsibility, alongside Estates and Student Services, ensuring all functions meet public sector standards while delivering measurable improvements in organisational effectiveness, staff experience and service quality.

The postholder will be a member of the College's Senior Leadership Team.

Primary Responsibilities

1 Advise and support the Principal & CEO, Deputy Principal, Corporation and Committees on the development and implementation of the College's long-term vision.

2 Responsible for the formulation and execution of comprehensive internal business plans and strategies aligned with the College's long-term goals.

3 To work in tandem with the VP for Finance and VP Curriculum and Quality to ensure a cohesive approach to college operations at all levels.

4 To provide senior executive leadership to multi-disciplinary teams across human resources, technology, product delivery, and customer service.

5 Strategic responsibilities for talent and culture to cultivate an inclusive, high-performing workspace.

6 Work with the Deputy Principal to establish and monitor key performance indicators for the college's support functions (excl. finance and MIS).

Management Responsibilities

1 Provide strategic leadership and oversight to the Human Resources (People Services Department)

2 Provide strategic leadership and oversight of Student Experience and Student Services functions.

3 Provide Strategic leadership and oversight to the Estates Department.

4 The VP will line manage the Assistant Principal for People and Student Engagement, and the Assistant Principal for Estates (including Marketing and IT).

Budget/Audit Responsibilities

1 Ensure that all departments are effectively managing their allocated budgets on a monthly/annual basis and that all College financial requirements are complied with.

2 Ensure that all areas of responsibility adhere to audit requests in a timely and efficient manner.

Communications and Public Relations

1 To maintain effective internal and external communications.

2 To support the Deputy Principal with the effective maintenance of the college profile including supporting the development of the annual accountability statement.

Relationship to Corporation

1 To support the Principal and Deputy Principal to provide the Corporation (and the committees of the Corporation) with a clear and informative overview of all appropriate non-curriculum aspects of college life for which the VP is responsible.

2 To be responsible for the implementation of the decisions of Corporation in line with the lines of responsibility and with the oversight of the Deputy Principal.

Relationship with other post holders within the College

1 The Vice Principal – Chief People Officer is accountable in the first instance to the Deputy Principal as their immediate line manager.

2 The Vice Principal has direct line management responsibility for 2 Assistant Principals, and indirectly, through the organisational structure, for all other college staff falling within the non-curriculum purview (excluding finance and MIS).

Performance Management

a) This job description provides only an outline of the key accountabilities and responsibilities of the Vice Principal and therefore will be the subject to review and change on a continuous basis in response to external developments. Any changes will be agreed following discussion at appraisal meetings.

b) The Vice Principal's appraisal takes place in accordance with the College's Appraisal Scheme.

1. Other Duties and Responsibilities

a) All employees of South and City College Birmingham, including the Vice Principal, are required to actively promote and work within the policies, procedures, regulations and codes of conduct set by the Corporation.

b) All employees, including the Vice Principal, are expected to work within and personally contribute to the achievement of the college's mission, vision, values and strategic objectives.

c) All employees, including the Vice Principal, are expected to undertake such professional development and skills updating as required by the changing demands of their role.

PERSON SPECIFICATION

Characteristics	Essential	Desirable	Evidence
Level 6 Qualification aligned with the remit of the VP Role detailed in the JD	P		Application form/ Interview/Test/ Qualifications
CIPD Qualification		P	Application form/ Interview/Test/ Qualifications
Proven track record in complex senior management roles, ideally within Further or Higher Education and in relation to non-curriculum services	P		Application form/ Interview
Excellent analytical and information management skills	P		Application form/ Interview
Demonstrable background and strategic leadership of people and culture and experience of developing an effective people strategy	P		Application form/ Interview
Ability to develop a culture that empowers staff, devolves decision making to its lowest level, which is risk aware and encourages creativity and continuous learning	P		Application form/ Interview
Knowledge of GDPR legislation and experience overseeing data compliance	P		Application form/ Interview
Demonstrable, creative and innovative solutions to issues	P		Application form/ Interview
Ability to consistently undertake high-quality work in a pressurised environment	P		Application form/ Interview
Experience of managing projects, ensuring delivery, both on time and within budget	P		Application form/ Interview
Strong understanding of public sector needs preferably in FE or HE in terms of governance and risk	P		Application form/ Interview
Ability to align non-curriculum strategy with institutional goals	P		Application form/ Interview
Ability to manage People Services from a strategic perspective	P		Application form/ Interview

Strong interpersonal and stakeholder engagement abilities. Able to present and communicate key financial information and requirements to managers and governors at all levels	P		Application form/ Interview
Understanding of FE or similar regulatory frameworks and public accountability	P		Application form/ Interview
Experience with Further or Higher Education funding bodies and public capital investment		P	Application form/ Interview
Commitment to social mobility and educational impact		P	Application form/ Interview
A proven commitment to equal opportunities and an understanding of Equal Opportunities Policies	P		Interview/References
A proven commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults	P		Interview/References