

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Deputy Head of DANCOP

## **College/Department**

DANCOP

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0479-21

## **Salary**

£37,815 to £40,611 per annum

## **Reports To**

Head of DANCOP

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

DANCOP is one of 29 partnerships within Uni Connect, an Office for Students funded programme which aims to:

* reduce the gap in higher education participation between the most and least represented
* help young and adult learners from underrepresented groups make informed decisions about their options into and through higher education
* support a local infrastructure of universities, colleges and others to cut through competition and make it easier for schools and colleges to access, addressing 'cold spots' for under represented groups
* contribute to a stronger evidence base of what works in higher education outreach and strengthen evaluation practice

The role of Deputy Head will contribute to the strategic development of DANCOP and be key to the successful management, development and delivery of the programme; providing strong leadership and management of the DANCOP team, and developing and sustaining excellent networks and relationships with partners and stakeholders.

The Deputy Head has line management responsibilities for the Operations Manager and the Data & Research Manager, and will work to ensure that all deliverables are achieved efficiently and on schedule.

## **Principal Accountabilities**

1. Working closely with the Head of DANCOP in support of the management, development and delivery of the programme. This may include consultation with schools and colleges; development and analysis of relevant management information; negotiation with HE partners and other stakeholders; business planning and drafting budgets.
2. Provide strong management and leadership through:
	1. setting objectives and carrying out appraisals, developing staff, and managing performance of the Operations Manager and the Data & Research Manager.
	2. motivating the team to achieve targets, milestones, and key performance indicators; supporting them to achieve this.
	3. Ensuring that processes are robust and fit for purpose, suggesting, and making changes where necessary
3. Building relationships and supporting the performance of DANCOP-funded roles in partner institutions.
4. Building networks and relationships to support the aims of DANCOP and Uni Connect e.g. working with both D2N2, the Derby Opportunity Area, Careers Enterprise Company etc and also not for profit organisations who may benefit from the strategic outreach work of DANCOP
5. Support with the management of tasks and strategies relating to contracting, quality, monitoring and evaluation. This will include:
	1. Working with Legal Services, lead on procurement and contracting for all Partner and third parties and DANCOP,
	2. developing quality management processes, systems and working practice, and directing others to develop these as required
	3. in consultation with the steering group and evaluation partners, developing and implementing mechanisms to monitor/evaluate project activity and budget spend
	4. analysing and interpreting data and preparing reports, supervising and/or liaising with others as appropriate.
6. Provide strong leadership for the DANCOP team by:
	1. Acting as a support to the Head of DANCOP, deputising at meetings where required and sharing actions arising from Governance Board and Steering Group
	2. Ensuring there is strong cross-functional oversight of all teams and assist the Head in developing relationships across the partnership
	3. Ensuring that DANCOP meets the requirements set by the funder as well as the specific objectives set by the Governance Board and Steering Group. This includes supporting the review, transition and implementation of any revised strategic or operational plans and structures; producing reports and other information as required; managing and reporting on expenditure, including producing a monthly funding profile; and facilitating the production and dissemination of evaluation results.
	4. Acting professionally and with discretion in supporting with the development of plans for DANCOP.
7. Represent DANCOP at identified meetings, conferences and committees, making value judgements and influencing agendas where appropriate.
8. Keep abreast of professional, regulatory and policy developments relating to education and widening participation, as relevant to the project. In consultation with the Head of DANCOP and steering group, identify and implement adjustments as required.
9. Demonstrate a commitment to Continuing Professional Development.

This is not a complete list of all duties and responsibilities, the post-holder may be required to undertake other duties commensurate with the level and skills/qualifications of this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A first degree or relevant professional experience

#### **Experience**

* Substantial recent relevant experience of management, particularly in an education environment
* Experience of project management
* Experience of managing or leading others
* Experience of working with senior leadership with professionalism
* Experience of budget management
* Experience of working in collaboration with external partners

#### **Skills, knowledge & abilities**

* Expert, in-depth knowledge and understanding of widening participation issues, policies and good practice, including barriers to entry to higher education and how to address these
* Knowledge of relevant education, further education, adult education and higher education policy
* Excellent communication skills, both written and verbal
* Strong leadership skills to empower other members of the team
* Ability to use data to inform plans and evaluate progress
* Experience of change management and ability to support and encourage others through transition
* Well organised and able to meet complex and conflicting deadlines
* Ability to use initiative and deal with difficult and complex situations professionally
* Flexible approach to support all members of the DANCOP team as required
* Ability to adapt to change, while supporting and encouraging others to do so
* An understanding of and commitment to working in an inclusive manner, and supporting and encouraging others to do so

#### **Business requirements**

* Willingness and flexibility to hybrid work, at home and on site, with occasionally travel and work between University and external sites in a cost effective and timely manner, particularly across Derbyshire and Nottinghamshire

### **Desirable Criteria**

**Experience**

* Experience of procuring contracts with third party suppliers

**Skills, knowledge & abilities**

* Knowledge and understanding of Careers Education Information & Guidance frameworks and key stakeholders, including the role of the Careers Enterprise Company and Gatsby benchmarking in schools for example

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)