



Position Description College Manager

Responsible to The Chief Executive

This is an indicative position description, not a comprehensive list of duties and requirements.

Community Colleges New Zealand provides an environment where we:

1. Recruit, support and retain our clients/students by assisting them academically, socially and professionally
2. Provide qualifications, literacy and numeracy and work readiness training, which aligns with our local tertiary and industry requirements
3. Strive to meet or exceed our contractual and performance targets
4. Live by the values ‘Respect, Integrity and Responsibility’ that underpin our organisation
5. Act with respect to our Code of Conduct

As each College has a relatively small team, it is important that all our employees work cohesively to support one another to provide a high level of service to our students/clients, organisation and providers. In addition to working towards these common goals the focus areas of your role within the College is:

Focus area	Guidelines
College leadership	<ul style="list-style-type: none"> • Lead the staff and manage the College operations to <ul style="list-style-type: none"> – maximise the achievement of learners and clients and – meet organisational expectations and contractual targets • Promote and implement ComCol’s strategic plan, goals, vision and values • Promote an environment that <ul style="list-style-type: none"> – celebrates achievements of staff, learners and clients – is positive, lively and exciting – enhances learning – promotes teamwork • Observe and enforce as specified in Quality Central • Support staff to understand and observe policies, standards and procedures • Manage buildings, facilities and resources, including repairs, security, maintenance and compliance • Consult with the Chief Executive and manager colleagues as appropriate on compliance, complex issues or key decisions
Support students and clients	<ul style="list-style-type: none"> • Ensure learners and clients are given a friendly and thorough orientation to the College and what is on offer • Be a positive role model for learners and clients, demonstrating appropriate and professional attitudes and behaviours for them to follow • Assist learners and clients to understand what behaviours are acceptable and their rights and responsibilities • Monitor needs of priority learner groups and implement strategies to meet these needs
Staffing needs and employment	<ul style="list-style-type: none"> • Implement the processes for staff recruitment, induction, professional development and exit as required, including

	<ul style="list-style-type: none"> • Conduct staff formal reviews • Manage any staff employment issues • Facilitate training and development for your team • Manage leave requirements to ensure business continuity
Programme and Service Review	<ul style="list-style-type: none"> • Manage the review of your programmes, service delivery and activities to ensure they meet funding requirements • Contribute to improvement or expansion of delivery in your region.
Health and Safety	<ul style="list-style-type: none"> • Take reasonable action to ensure you and others are safe at all times Develop and operate an Emergency Preparedness Plan • Plan and facilitate staff training on health and safety including expectations and responsibilities • Comply with relevant sections of Quality Central
Manage relationships	<ul style="list-style-type: none"> • Maintain a professional and collegial relationship with other Colleges and the Service Centre • Develop and maintain engagement and positive relationships with local services and organisations, including Government Departments, schools, family and whanau, iwi and community groups, training providers and employers and clients
Marketing and promotions	<ul style="list-style-type: none"> • Manage and monitor the marketing, public relations and promotions of college activity in your region • Manage and provide input into the development of market research initiatives
Reporting, administration and accounts	<ul style="list-style-type: none"> • Manage and sign off College accounts and expenses • Seek purchase permission as required through requisition system • Approve staff payment vouchers and reimbursements • Oversee the quality of data provided for internal reports • Complete sign offs as required in Quality Central • Review and respond to reports and data from the Service Centre • Use data and reports to improve effectiveness of operations
Other involvement	<p>College Managers contribute to</p> <ul style="list-style-type: none"> • Improving Quality Central – policies and procedures • Strategic and business planning • Sharing practice between Colleges • Tendering for new or repeat business • Reviews and audits by funding and other agencies
<u>KPIs</u>	<p>These are expressed in various ways, including</p> <ul style="list-style-type: none"> • Contracts and Agreements held with external parties • Quality Central which contains College vision, mission, values, strategy and goals; operational policies and procedures; risks and improvements; position descriptions and employment agreements; health and safety actions, treatments and sign offs • New Zealand law