



# Association of Colleges

Promoting. Representing. Supporting.



## Association of Colleges

The Association of Colleges (AoC) exists to represent and promote the interests of Colleges and provide members with professional support services. As such, we aim to be the authoritative voice of Colleges – based on credible analysis, research, advocacy and consultation with Colleges – and the first choice destination for guidance and advice for members. AoC was established in 1996 by Colleges themselves as a voice for further education and higher education delivered in Colleges at national and regional level.

## AoC Create

AoC Create, is AoC's commercial subsidiary company, has 20 years' experience of supporting colleges. It has four distinct, first-class services: executive recruitment, interim management, training and consultancy and events. AoC Create uses its extensive network to recruit many senior staff annually for colleges, including principals, leaders and interim managers.

Working alongside AoC's policy experts, AoC Create knows about the issues and legislative changes affecting the sector before its competitors do. AoC Create invests all its profits back into AoC so when colleges commission AoC Create, they are helping the sector to thrive. More than 6,500 college professionals attend its conferences, workshops and training programmes every year.

## JOB DESCRIPTION

### Director of Recruitment

#### Job Purpose:

To contribute to the strategic direction of AoC Create and develop a consistently high performing Recruitment & Consultancy Division. Responsible for developing the business model, securing new business and leading on delivery. Accountable for delivering annual profit targets for Interim Management, Executive Recruitment, Consultancy and AoC jobs, as well as championing the highest standards of client services across all business strands.

<b>Department / Directorate</b>	Recruitment
<b>Reports To</b>	AoC Create - Managing Director
<b>People Management</b>	<b>Direct Reports: Recruitment Managers (3)</b> <b>(Executive, Interim, consultancy and Digital)</b>  <b>Indirect Reports: Recruitment Executive (8)</b>
<b>External Key Contacts</b>	Clients, potential clients, agencies, sector stakeholders
<b>Internal Key Contacts</b>	Directors, senior managers and regional directors within AoC and AoC Create and board members

## Key Accountabilities & Responsibilities:

1. Responsible for setting and delivering the annual operational plans for the Executive, Interim, Consultancy and Job Board teams and for achieving the gross profit targets for each area.
2. Responsible for growing and developing Executive Recruitment, Interim Management, Consultancy and AoC Jobs.
3. Lead, manage and develop the teams so that they may contribute to their maximum potential.
4. Lead and manage business development meetings with current and prospective clients. Including Leading on Pitches/Presentations to Boards of Governors/Principals to secure executive recruitment campaigns.
5. Responsible for identifying and developing new business opportunities, identifying financial viability, assessing risks and benefits of all new business streams and opportunities.
6. Responsible for coordinating the effective planning and execution of cross company initiatives across AoC and AoC Create.
7. As a member of the SMT, make presentations to the board, drive strategy setting and service innovation, set targets and report on the annual operational plan.

8. Monitor market trends, research and respond to client needs, and identify the gaps in business offering in line with emerging changes in the external environment.
9. Develop an effective and flexible resourcing strategy to meet evolving business needs across the Executive, Interim, Consultancy and Job Board teams.
10. To advise the Managing Director as and when required.
11. Any other duties that could reasonably be required.

## PERSON SPECIFICATION

### Competencies

Competency	Min Level for the job (Level 0-4)	Effective behavioural examples (taken from the Core Competency Framework)
Working with others	3	Inspires others. Sets clear objectives to drive year on year performance improvements
Communicating with others	3	Listens, clarifies to check understanding. Uses the most appropriate method, language, medium and style of communication for the situation and people involved
Influencing	3	Sets clear objectives for improvements and holds people accountable for making a discernible difference Drives a collaborative culture across the organisation, encourages openness and transparency
Making effective decisions	3	Takes quick and well thought through decisions, seizes opportunities to move things forward

		Involves and facilitates others to generate and solve problems
Analysing and interpreting information	3	Analyses the significance of external events and situations on the work of AoC Produces workable solutions
Planning and organising	3	Constantly monitors and relevantly reviews the resourcing arrangements (people, assets, money, time) under own area of control that seeks to achieve best value
Taking personal responsibility	3	Holds self and others fully accountable for standards of performance Manages conflict
Upholding ethics and values	3	Acts with complete integrity
Coping with pace, setbacks and change	3	Adjusts quickly when priorities changes and takes prompt corrective action when things go awry Adapts well to pressured situations and executes good control

## Additional Requirements

Description	Essential	Desirable
<b>Education/ Qualifications/ Professional Bodies</b>		
GCSE English GCSE grade C and above or equivalent	<b>E</b>	
Educated to degree level or equivalent	<b>E</b>	
Professional qualifications		<b>D</b>
<b>Knowledge Skills and Experience</b>		
Demonstrates breadth and depth of experience in the recruiting senior executive and/ or interim managers including competent interviewing skills and working knowledge of online selection materials	<b>E</b>	
Demonstrates knowledge of job boards and using social media in recruitment	<b>E</b>	
Experience of leading, managing and developing a high performing team of staff to their full potential	<b>E</b>	

Highly effective presentation skills, able to engage, persuade and influence to a senior level and present complicated information and ideas concisely	<b>E</b>	
Strong business acumen with the ability and experience of analysing markets and business development	<b>E</b>	
Excellent written communication skills with excellent English Grammar and the ability to communicate persuasively to a senior level in written format including business proposal writing.	<b>E</b>	
Good working knowledge of basic UK employment law in relation to recruiting individuals legally		
Computer confident, proactive and enjoys learning new IT systems, good/ intermediate/ advanced skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint	<b>E</b>	
Experience of databases/ website communication systems/ IT software for recruitment	<b>E</b>	
<b>Attributes</b>		
Demonstrates respect for equality of opportunity & diversity and works to actively promote an inclusive work environment & good working relationships amongst staff	<b>E</b>	
Actively works to support and develop staff under their management.	<b>E</b>	
Demonstrates an interest in Further Education	<b>E</b>	
Demonstrates commitment to own learning and continuous improvement through training and development.	<b>E</b>	

### **Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation