

COLLEGE DIRECTOR AND PRINCIPAL BRIEF TO PROSPECTIVE CANDIDATES

COMPANY OVERVIEW:

Navitas Limited is an Australian-owned global education provider. An industry leader, we provide pre-university, university pathway programmes and managed campus services to predominantly international students but also domestic students.

We have an entrepreneurial culture and believe success is achieved through personal leadership and strong collaborative working. As a College Director and Principal (CDP), you will be a member of the Senior Leadership Team, influencing the future strategic direction of University Partnerships Europe division and the college that you run. With us, you can develop your skillset, receive coaching, and unlock your true leadership potential.

Navitas conducts a wide range of activities in Asia, North America, Africa, Australia, Continental Europe and the United Kingdom. CDPs interact with peers across the globe and gain international exposure. Navitas colleges are modern and dynamic educational institutions committed to providing quality educational programmes and excellent student support in an environment that encourages students to achieve the best possible results in their studies. The UK colleges offer a range of Degree Programme Elements from undergraduate Level 0 (Foundation) to Level 1, 1st Year university studies and postgraduate Masters Preliminary programmes in a wide range of degree pathways. The colleges are all based on or near to the campus of their Partner University and as such are associate or affiliate colleges of their partner university. Navitas students benefit from the range of facilities open to all university students.

OVERVIEW OF THE POSITION:

Navitas Limited is an Australian-owned global education provider. University of Plymouth International College (UPIC) is one the European division's fastest growing colleges. In partnership with the University of Plymouth, the CDP will build on the five-year plans the college has developed leading the partnership relationship, driving student recruitment, optimising the student experience and contributing to the internationalisation strategy of the university. The CDP of UPIC will have an entrepreneurial approach, being both strategic as well as hands-on with operations, growing and motivating a high performing team. This is an excellent opportunity to make this role your own and make a real impact within Navitas.

Reporting to the Executive General Manager, the CDP leads the Business Unit (BU) team, covering Strategic Planning and Growth, Finance, Teaching & Learning, Marketing & Admissions, Student & Academic Services. You will create and sustain a positive workplace culture underpinned by the Navitas values. You are the custodian of the BU's strategic plan, academic quality, compliance, and day to day operations. The CDP holds accountability for meeting the BU's recruitment and EBITDA targets, leading on new product development and ensuring cost effective practices are in place. To achieve this the CDP is expected to lead the BU's growth agenda, working effectively with the University Partner and Navitas global networks, and contributing to broader divisional initiatives as required.

JOB DESCRIPTION:

More specifically, the CDP is expected to undertake a broad range of duties, including:

Strategic Planning / Finance:

- Lead on the development and execution of the BU's strategic sales and marketing framework, aligning closely with the University Partners and global Navitas network to deliver:
 - 5-year vision
 - 2-year Action plan
 - 1-year budgets
- Drive the BU P&L to deliver EBITDA targets, with clear accountability to deliver sales plans & targets.
- Lead on Marketing and Admissions, shaping and liaising with the University Partner's International Office, and the global Navitas recruitment network to develop tactics & strategies to meet recruitment targets.
- Monitor and report on relevant KPIs on the BU's financial performance.
- Manage the BU funds and commercial agreements in accordance with delegations of authority.
- Lead on business development initiatives that contribute positively to the BU's EBITDA.

University Partner Relations:

- Ensure high levels of partnership satisfaction, through formal governance processes as well as ongoing and regular interaction with University stakeholders.
- Liaise with University Partner faculties, schools, departments and the Quality Office with respect to matters embedded in the formal Recognition and Articulation Agreement (RAA).
- Ensure the BU adheres to all conditions as set out in the RAA and Collaborative Operations Manual (COM).

Quality, Compliance and Risk:

- Ensure the BU maintains strict compliance with regulatory frameworks such as OFS, UKVI, CMA, GDPR, DBS, HMRC, Safeguarding and Prevent, achieving positive outcomes from internal and external audits.
- Monitor & manage risk at BU/UP level, adhering to reporting requirements for Audit & Risk team.
- Oversee all staffing policies and procedures, ensuring adherence with regulatory frameworks and company policies.
- Ensure Performance Development Plans are in place for all staff, with clear & measurable KPIs.
- Ensure effective workforce and succession planning, identifying high performers, and creating talent retention plans.
- Actively promote the company's global and divisional vision.

BU Operations, Academic Quality & Student Experience:

- Ensure a formal record of BU business is maintained with action plans, annual reports, and minuted Senior Management Team meetings.
- Oversee academic quality and student outcomes, ensuring the BU meets academic KPIs inclusive of pass, progression, and retention rates, and maintains close alignment with the University Partner on matters related to the annual Tracer Study.
- Ensure the BU provides a range of learning opportunities to students that are compatible with the QAA Quality Code and OfS requirements.
- Oversee the Subject Access Panel and Award Boards.
- Manage the relationship with External Examiners.
- Ensure all College Policies and Regulations (CPRs) are reviewed, up to date, and in accordance with global and divisional policies.
- Lead, and ensure the successful execution of the BU planning process, inclusive of the Learning and Teaching Plan, Continuous Enhancement Plan, Annual Programme Review and action plans to meet the OfS regulatory requirements.

QUALIFICATIONS AND SELECTION CRITERIA:

We would really like to hear from you if you have the passion to lead and deliver excellent results at UPIC. The role is incredibly varied and will suit somebody that is able to be both a strategic thinker and roll their sleeves up when needed.

Required:

- Degree level or above, with 5+ years leadership experience, preferably in an HE or similar environment.
- Significant proven experience of leading and delivering strategies for expansion and organisational change.
- Experience of working in a regulated environment requiring high level of compliance.
- Proven experience of building and developing high performing teams.
- A track record of setting, responding to, and successfully delivering challenging performance targets through robust quality management procedures.
- Experience of successfully developing and sustaining key relationships both internally and externally.
- Proven ability to grow an organisation while retaining quality in its core provision and services.
- High level of commercial acumen, with the ability to manage resources, scrutinise finances, and address risk for the College.
- Entrepreneurial spirit, matched with an ability to identify and develop new opportunities to enhance the College's reputation, brand, status, and growth potential.
- Excellent negotiating and influencing skills with the presence and credibility to represent the College effectively, whilst demonstrating necessary political awareness and flexibility with stakeholders.
- Ability to spot market opportunities and positively contribute to discussions around new methods of generating leads and improving conversion.
- Demonstrated high level interpersonal skills, communicating clearly with staff, students and stakeholders from a diverse range of cultural and educational backgrounds.

- Willingness to travel and work non-standard hours as reasonably required to fulfil role.

Desirable:

- Experience in working in the international student pathway sector.
- Experience of working in a matrix organisation.
- Project management experience.

PROCESS AND INTERVIEWS:

Anderson Quigley is acting as an employment advisor to Navitas/the University of Plymouth International College. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

The closing date for applications is noon on **Wednesday 6 December**

Applications should consist of:

- A full CV;
- A covering letter (maximum of two pages) outlining how you meet the points under the person specification;
- Please include details of two referees, though please note that we will not approach referees without your prior consent and only should you be shortlisted.

Completed applications should be uploaded here:

<https://andersonquigley.com/job/aq2317>

Timetable:

- Longlist/Shortlist Review: w/c 11 December
- Interviews with Anderson Quigley: w/c 11 and 18 December
- Final Panel Interviews: Beginning of January

CONTACT:

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