**Vacancy**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of Sustainability and Assurance</th>
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</thead>
<tbody>
<tr>
<td>Salary range:</td>
<td>£45,447 - £55,567</td>
</tr>
<tr>
<td></td>
<td>Appointments expected at the lower point of the band</td>
</tr>
<tr>
<td>Location:</td>
<td>Bedwas, Caerphilly</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>12 noon, 12 April 2019</td>
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<tr>
<td>Interview Date:</td>
<td>25 April 2019</td>
</tr>
<tr>
<td>Number of Posts:</td>
<td>1</td>
</tr>
<tr>
<td>Vacancy Reference No:</td>
<td>HE0126/670</td>
</tr>
<tr>
<td>Contract type:</td>
<td>Permanent, full time (37 hours per week)</td>
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<tr>
<td>Other relevant information:</td>
<td>Employee benefits include access to the Civil Service Pension Scheme, flexible working and 30 days annual leave (excluding bank holidays).</td>
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**Background**
At the Higher Education Funding Council for Wales – HEFCW – we regulate fee levels at higher education (HE) institutions, ensure a framework is in place for assessing the quality of higher education and scrutinise the performance of universities and other designated providers. We use resources from the Welsh Government and others to secure higher education learning and research of the highest quality, and make the most of the contribution of HE to Wales's culture, society and economy. We pay particular attention to priority areas that require additional financial support such as research, widening access to higher education, encouraging and funding part-time enrolments and supporting subjects such as clinical medicine where costs are much higher than tuition fee income.

**Equal Opportunities and Welsh Language**
HEFCW warmly welcomes applications from all sections of the community and is pleased to accept application forms in Welsh and English. Appointments will be made on merit.

**Security vetting**
As we share an office building with the Welsh Government, all employees are subject to a Baseline Personnel Security Standard (BPSS) check and a basic Disclosure Scotland criminal record check and offers of employment are subject to satisfactory returns for both.

**Further Information**
If you would like an informal discussion, in complete confidence, regarding this post please contact the line manager, Ewen Brierley on 029 2085 9713.

**How to apply**
Applications must be in the form of a completed application form addressing the requirements of the post and should be returned to hrdepartment@hefcw.ac.uk. CV's will not be accepted. Should you have any queries please contact the HR Department on 029 2085 9645.
Job Description

1. Particulars of the job

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Head of Sustainability and Assurance</th>
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<tbody>
<tr>
<td>Title of Line Manager</td>
<td>Director of Regulation and Analysis</td>
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<tr>
<td>Team</td>
<td>Regulation and Analysis</td>
</tr>
<tr>
<td>Date of Description</td>
<td>March 2019</td>
</tr>
<tr>
<td>Level</td>
<td>3</td>
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Statement of Overall Purpose

Lead the Sustainability and Assurance team to ensure that it effectively delivers the activities within its remit, i.e. work in the areas of institutional financial sustainability, governance, risk and assurance, in support of HEFCW’s regulatory role.

As a senior member of HEFCW’s Regulation and Analysis Directorate, ensure that HEFCW successfully delivers the objectives set out in its Corporate Strategy and, in doing so, contribute to the maintenance and development of a strong HE sector in Wales and the requirements placed upon it by the Welsh Government.

2. Key Activities directly linked to overall purpose

1. Manage the work of the team to ensure delivery of all its areas of responsibility in terms of institutional sustainability, risk, governance and assurance including the provision of reports to HEFCW’s Audit and Risk Assurance Committee and Council. 40%

2. Lead the programmes of activity and funding schemes in own areas of responsibility and expertise, including aspects of HEFCW’s assurance and regulatory work and the provision of reports and briefings to Welsh Government and the Minister on relevant matters. 30%

3. Manage effective working relationships with HEIs, Welsh Government, other UK funding bodies and with other external partners (e.g. Charity Commission). 10%

4. Maintain own knowledge of developments in UK HE and in relevant areas of professional expertise in order to inform contributions to policy and practice and also to maintain own professional development. 5%

5. Contribute as Head of the Sustainability and Assurance team, to the strategic development of HEFCW and deputise for senior staff as appropriate. 10%

6. Carry out activities and fulfil responsibilities which contribute to the economic, effective and efficient operation of HEFCW including, but not limited to, responsibilities in respect of Information Security, risk management, financial regulation and health, safety & environment. 5%

3 Resources impacted on (i.e. budgets, line management):

- Responsible for leading and managing a team, currently 5 members of staff.
- Direct responsibility for some strategic funding.
- Responsibility for managing assurance processes and monitoring of the HEIs expenditure.
Minimum capabilities required to do the job ‘fully met’ or equivalent level of knowledge:

- see 4.1 and 4.2 listed below

### 4.1 Qualifications:

Degree or equivalent

Relevant professional qualification or higher degree desirable

### 4.2 Work experience, personal qualities and skills in dealing with people

Fully experienced professional who has worked in higher education administration, a higher education institution, public sector organisation, government department or relevant professional services.

Significant experience and understanding of financial, governance or regulatory matters, including providing wide ranging advice and guidance to senior management.

Ability to effectively manage and motivate staff of various disciplines within the team and also to work across teams as necessary.

Strategic vision, strong analytical ability, numeracy and capacity to deal with complex issues, with advanced problem solving skills and tolerance of ambiguity.

Ability and confidence to operate autonomously, without reference to others in operational decisions.

Able to relate confidently and maintain good working relationships with individuals at a variety of levels within academic circles and professional groups, sometimes in potentially challenging situations.

Experience of managing complex projects and/or processes, with minimal guidance, prioritising activities and delivering outcomes successfully and to time.

A high level of written and oral communication skills to present complex and/or challenging issues and material clearly and information to different audiences and with sensitivity to context.

Able to demonstrate HEFCW values (Acting with integrity; Professionalism; Forward Thinking; Partnership working; Valuing and supporting each other).

The ability to work bilingually in English and Welsh (desirable).