

ANGUILLA COMMUNITY COLLEGE

JOB DESCRIPTION – 1: MANAGEMENT AND PROFESSIONAL JOBS

JOB TITLE: PRESIDENT

DEPARTMENT

OFFICE OF THE PRESIDENT

DIVISION

SECTION/UNIT

TITLE OF IMMEDIATE SUPERVISOR

CHAIR OF BOARD OF GOVERNORS

1. MANDATE

Lead, plan, and develop the Anguilla Community College (ACC) through inter alia provision of overall academic, financial, and administrative direction in keeping with and pursuant to the Anguilla Community College Act (as amended from time to time), other laws, policies, decisions, and direction of the Board of Governors.

2. KEY FUNCTIONS

1. To implement, and as required, lead *and guide the process of reviewing, amending and/or supplementing and sustaining the vision, mission, and strategic plan for the ACC. Ensure that the vision and mission are consistently pursued, and the strategic plan vigorously implemented.*
2. To oversee the day-to-day administrative operations of the ACC and provide oversight over all personnel matters involving all employees. Supervise and ensure the robust operation of the Academic Divisions, including the preparation and utilization of appropriate curricula in the various Divisions; and supervise and monitor the academic programmes and work performances.
3. To oversee, supervise and monitor the student registry and its operations.
4. To ensure that the financial information management system is properly operated and maintained to meet the financial management needs of the ACC.
5. Ensure compliance with academic, regulatory, and accreditation polices and requirements.
6. Monitor developments in technology and maintain technological systems to support the administration, teaching, learning, research, student support, and record keeping.
7. Prepare and disseminate reports; articulate college policies and procedures to members of the ACC.
8. Ensure that ACC policies and practices are consistent with best practices and statutory regulations; maintains regular liaison with other college administrators; seek to strengthen Quality Assurance and Accreditation Mechanism with other Tertiary Institutions in enhancing our thrust for higher education.

9. Serve as the primary representative of the institution in public activities; promote good working relationships with Business Community, Board of Governors, Governmental and Educational Agencies.
10. Demonstrate sound experience in mobilizing resources for a college utilizing a variety of methods including grant-writing and demonstrating significant experience in accessing external funding for the development of educational activities.
11. Serve as the primary representative of the institution in public activities; promotes good working relationships with Business Community, Board of Governors, Governmental and educational agencies.
12. Be a creative, solution-oriented thinker and practitioner who can generate innovative solutions to vexing and difficult problems.
13. Believe in and be prepared to act to ensure personal and institutional accountability based on data, evaluation and assessment.

3. KEY DUTIES

1. Lead and/or ensure the ongoing planning, promotion, organization, financing, development, management, administration, monitoring and evaluation of the ACC in accordance with its vision, mission and long term objectives.
2. Lead and ensure the preparation of a shared vision, mission, long term objectives, strategic plans and annual operating plans, programmes, and budgets for the ACC.
3. Oversee, monitor and evaluate the preparation and application of policies, regulations and procedures for the good governance and successful and sustained operation of the ACC.
4. Ensure that appropriate mechanisms and systems are selected and implemented for the operation of the ACC following best practices and to global standards.
5. Oversee, monitor, and evaluate strategic and programme planning, resource and financial planning, academic and curriculum planning, and administrative planning for the ACC.
6. Oversee the ACC's expansion and development and in particular the expansion and diversification of the operating academic divisions and their curriculum offerings.
7. Monitor and evaluate and participate in the preparation of the annual budget for the ACC, ensure, negotiate and represent the ACC in its bids to the Government for the levels of grants needed to finance its annual plans.
8. Ensure competitive recruitment, deployment, training, development and retention of high quality staff.
9. Ensure the review, adaptation, adoption, and utilization of a suitable system for the evaluation and assessment of the performance of the executive managers and staff in general.
10. Oversee and monitor the work of the members of the Executive Management Team.
11. Conduct periodic performance evaluations of the members of the Senior Management Team and of the staff of the Office of the President. Review the performance reports of Heads of Division and other senior staff.
12. Ensure the establishment, maintenance, availability, and accessibility of student support services including library and related repositories of research material and data, as well as academic counseling and financial services.
13. Promote, facilitate, and ensure the development and implementation of an academic master plan as a critical component of the ACC's strategic plan.
14. Promote, facilitate, and ensure the preparation and implementation of administrative, financial, and human resource plans, as well as marketing and public relations plans as key components of the ACC's strategic plan.

15. Develop the research capacity of the ACC through preparation of a research strategy and programme; engage in research projects.
16. Hold and chair regular meetings of the Executive Management Team to, inter alia, plan, review, monitor, and evaluate the operations of the ACC, the implementation of its strategic plan, and the condition and performance of its finances and budgets.
17. Serve as the chief adviser to the Board of Governors and attend all meetings of the Board.
18. Ensure that appropriate systems and best practices of quality control, *testing, measurement,* and assessment are adopted and used in all departments and agencies of the ACC and are observed as a normal part of the ACC's culture.
19. Ensure the implementation of appropriate codes of ethics for employees and students.
20. Ensure that the highest standards of governance are implemented in the administration and operations of the ACC.
21. Plan and implement strategies and programmes of outreach and collaboration with various institutions and agencies. Negotiate and conclude agreements giving effect to the various strategic relationships arising from the outreach efforts.
22. Ensure the development and implementation of fund raising strategies and programmes to achieve long term balance, stability, sustainability, liquidity, and substantial autonomy in the ACC's finances, including the establishment and growth of an endowment fund.
23. Coordinate and manage the ACC's external relations - regional and international, and represent the ACC as required in domestic, regional, and international fora and at events as required.
24. Lead and coordinate the crafting and roll out of promotion, marketing, *and public relations* strategies and plans to position the ACC's brand and image as a world class tertiary education institution.
25. Oversee the disbursement of the approved budget for the Office of the President.
26. Communicate regularly with stakeholders in industry, commerce, and the public sector, *and ensure the creation and maintenance of mutually beneficial strategic partnerships.*
27. Ensure that certification for the ACC as a nationally, regionally and internationally accredited college is achieved and maintained.
28. Undertake any other duty as may be required by the job function.

4. KEY RELATIONSHIPS

- 1) Members of the Board of Governors, especially the Chair of the Board.
- 2) Registrar
- 3) Director of Finance and Administration
- 4) Dean of Studies
- 5) Heads of Division
- 6) Government of Anguilla – Officials of Ministry of Finance and Ministry of Education.
- 7) Accreditation agencies, tertiary institutions with which the ACC has academic services agreements, external examination agencies with whom the ACC has agreements, employers with whom the ACC has agreements, the Government's Ministry of Education.

5. KEY AUTHORITIES

Authorized to:

- Lead, plan, organize, develop, manage, monitor, and evaluate the operations of the ACC.
- Serve as the Chief Executive Officer of the ACC, its Chief Academic Officer, and Chief Administrator.

- Oversee and promote the ACC's financial stability and sustainability.
- Ensure the control, protection, and security of the ACC's physical, electronic, and intellectual property assets.
- Oversee, monitor and evaluate the activities and performance of the various departments and their Heads.
- Represent the ACC as its chief spokesman and public relations officer, *chief fundraiser, and chief negotiator*.
Expand and improve access by students to the ACC's programmes and ensure that the ACC is responsive to the needs and interest of students.

6. KEY REPORTS

1. Overall annual report and audited financial statements of the ACC as a whole.
2. Performance evaluation reports on *the Dean of Studies, Registrar, and Director of Finance*.
3. Policies, regulations, rules and procedures for *operating* the ACC to the highest standards.
4. Annual report of the Office of the President.
5. Vision and mission statements, strategic objectives, and overall strategic plan for the ACC.
6. Communication, public relations, promotion and marketing strategies and plans.
7. Annual operating programme and budget of the ACC.
8. Project plans and reports of research studies.

7. PERFORMANCE PARAMETERS

- Growth and expansion in the operations and scale of the ACC, especially its educational and training programmes.
- Overall student performance in examinations, other assessment mechanisms and the graduation rate.
- Timeliness, degree and quality of analysis, and practicality of reports and recommendations.
- Condition, safety, and security of the physical, electronic and intellectual property assets of the ACC.
- Demand for and degree of satisfaction of ACC students with its programmes.
- Satisfaction of division heads and teaching staff with teaching arrangements and *working conditions, and of non-academic administrative staff with their working conditions*.
- Growth in student enrollment across all Divisions of the ACC.
- Degree, extent, and standard of accreditation and articulation of the ACC's programmes.

8. SCOPE OF THE JOB

The President is responsible for the overall establishment, development and growth of the ACC and its sustainable, efficient and effective functioning. The President shall also be responsible for providing academic direction to the ACC, as its Chief Academic Officer; and financial and administrative direction as its Chief Executive Officer.

9. PERSONAL QUALIFICATIONS

The President should be a strong leader, with an established record and skill as a manager, organizer, and educator. The President should be experienced and competent in the management of the operations of a department or major academic division or group of divisions of a degree and associate degree granting tertiary education institution.

The President must have a record of teaching, research, publications, and practice in higher education administration. The office holder should be highly motivated; hard working; innovative; entrepreneurial; trained and skilled in educational planning and management, curriculum development, and teaching methods.

The President also should be highly competent in written and oral communication; possess a good grasp and understanding of finance and budgeting for a tertiary education institution, and appreciate the applicability of online, computerized information systems and software to college operations. Knowledge and skills in advertising, sales and marketing, and in customer service would be an asset.

The President should possess, at a minimum, a Master's degree from an accredited institution, together with at least ten years experience working in a tertiary education institution, of which at least five years are as a college lecturer and five years as a middle level educational administrator serving as Head of a Department, Dean, or Vice President for Academic Affairs. Alternatively, the successful candidate should possess a doctoral degree, together with at least seven years experience working in a tertiary education institution of which at least five year should be as a Senior Lecturer or Professor. *He/she should* have documented *evidence* of publication *in* scholarly peer reviewed publications *of research papers they have written, of projects they have sponsored and have been successful in obtaining grant funding, and of their contributions* in areas including *accreditation of tertiary institutions*, educational policy development and college administration nationally, regionally, and or globally.

This document is intended to reflect those factors considered necessary to describe the principal functions of a job and should not be construed as a detailed description of all work requirements that may be inherent in the job.