

Job Description
Vac Ref <###-####>

Job Title: College Principal	Present Grade: 9P
Department/College: Colleges	
Directly responsible to: Dean for Colleges	
Supervisory responsibility for: College Manager, and College Assistant (if applicable)	
Other contacts	
Internal:	
<ul style="list-style-type: none"> • College Dean & Assistant Deans • Senior Advisor, College Advisors and other members of the SCR • Accommodation Managers • Porters, Security staff, Bar Manager and other staff in Facilities • Cleaners • LUSU • JCR Executive & JCR Members • Academic Staff • Staff in Student Education Services (SES) and other Professional Services 	
External:	
<ul style="list-style-type: none"> • External service providers & suppliers • Prospective students, parents, guests, alumni & visitors 	

Major Duties:

College Principals provide strategic leadership, management and oversight of a fundamental aspect of the Lancaster student experience. They steer each College to deliver an outstanding student experience that aligns with and fully supports the wider collegiate vision and values to support our 'Community of Communities'. They ensure that College membership remains a distinctive, vibrant and valuable offer which underpins the student experience at Lancaster, and a forum for staff networking.

College Principals report directly to the Dean for Colleges. It is offered at 0.2FTE for an initial period of 3 years.

Principals manage their College in accordance with policies agreed by Council, Senate or a delegated officer, including the proper use of allocated funds. This includes, but not limited to being the accountable officer in relation to matters of HR, health, safety, wellbeing and risk management.

Primary Role Responsibilities:

- Demonstrate effective leadership in delivering college objectives and an associated delivery plan for college activity to enhance the student experience in alignment with the wider collegiate vision

- Show effective leadership in creating new initiatives that help strengthen Lancaster's college system in alignment with the wider collegiate vision.
- To undertake formal line management responsibilities as needed within role and undertake associated duties.
- Work in partnership with the Dean for Colleges and other directors of professional services (particularly Facilities, HR, Finance and Students and Education Services) and other College Principals to ensure good institutional governance of the collegiate system.
- Ensure the appropriate use of the College's social/commercial/learning space, and work to develop those spaces in ways which meet the needs of students and staff members of the college.
- Ensure the College and activities therein comply with University requirements (e.g., Health and Safety)
- Ensure that the College's internal governance is sound by:
 - Engaging students in governance structures;
 - Ensuring the appropriate chairing of the College Syndicate;
 - Ensuring the appropriate chairing of College Management meetings;
 - Periodically reviewing and moderating, as appropriate, the College Constitution and College Rules;
 - Establishing effective communication channels with College staff, current staff members and alumni.
- Manage the College funds in accordance with delegated authority within the financial regulations, including authorisation of payments.
- Represent their College's views in Senate and other arenas, and to explain University policy to College members.

College Principals are expected to

- Ensure that Welcome Week and other College-related activities including degree ceremonies are appropriately planned and managed.
- Work closely with their JCR President (Postgraduate Board President in Graduate College) and other student representatives.
- Enhance student inclusion in all aspects of the College.
- Work with the Head of Accommodation in the appointment and management of the Accommodation Manager, where applicable
- Provide, as necessary, college-related materials for handbooks, websites, etc.
- Clearly identify and record any delegations of authority to other members of the College (for example, pay authorisation).
- Undertake training and other professional development as required.
- Work outside of normal hours, attending Open Days, Arrivals and Welcome Week events, and graduation ceremonies and celebrations.
- To have a visible presence on campus in line with the Universities Hybrid working principles.