

**JOB DESCRIPTION**  
**College Principal,**  
**Vacancy Ref: A1779**

<b>Job Title:</b> College Principal	
<b>Department/College:</b>	
<b>Directly responsible to:</b> Provost (Student Experience, Colleges and Library)	
<b>Supervisory responsibility for:</b> College administrators	
<b>Other contacts</b>	
<b>Internal:</b>	
<ul style="list-style-type: none"> <li>• College Dean &amp; Assistant Deans,</li> <li>• Senior Advisor, College Advisors and other members of the SCR</li> <li>• College Residence Officers</li> <li>• Porters, Security staff, County Bar Manager and other staff in Facilities</li> <li>• Cleaners</li> <li>• JCR Executive &amp; JCR Members</li> <li>• Academic Staff</li> <li>• Staff in Student Based Services (SBS) and other Professional Services</li> </ul>	
<b>External:</b>	
<ul style="list-style-type: none"> <li>• External service providers &amp; suppliers</li> <li>• Prospective students, parents, guests, alumni &amp; visitors</li> </ul>	
<b>Major Duties:</b>	
<p>College Principals provide strategic leadership, management and oversight of a fundamental aspect of the Lancaster experience. They steer each College in the vigorous pursuit of their individual objectives, ensuring the uniqueness of each College alongside the parity of collegiate experience across the institution. Responsible to the Provost, University Council and the Senate for maintaining the effective working and good order of their College. Line managed by the Provost for Student Experience, Colleges and the Library, Principals are appointed for three years, renewable at most twice. They manage the College in accordance with policies agreed by Council, Senate or a delegated officer, including the proper use of allocated public funds. This includes being the accountable officer in relation to matters of HR, health, safety, wellbeing and risk management etc.</p>	
College Principals are expected to:	
<ul style="list-style-type: none"> <li>• Provide leadership within and on behalf of the College;</li> <li>• Work closely with their JCR President and other student representatives;</li> <li>• Enhance student inclusion in all aspects of the College;</li> <li>• Encourage healthy and productive student living and engagement;</li> <li>• Stimulate academic attainment and create a culture whereby students can develop each others skills;</li> <li>• Encourage participation and involvement from all students;</li> <li>• Manage College staff effectively by: <ul style="list-style-type: none"> <li>a) Taking responsibility for the appointment of College Officers;</li> <li>b) Designating their duties and responsibility allowance with regard to agreed guidelines;</li> <li>c) Supporting and developing them as appropriate;</li> <li>d) Monitoring their work and using appropriate procedures in matters relating to their wellbeing, performance, discipline and capability;</li> <li>e) Lead on the recruitment, retention and succession planning of College staff;</li> </ul> </li> <li>• Involvement with Colleges and Student Life in the appointment and management of College Residence Officers;</li> </ul>	

- Ensure the College and the activities therein comply with University requirement re. Health and Safety etc.;
- Manage the College funds in accordance with delegated authority within the financial regulations, including authorisation of payments;
- Oversee the appropriate use of the College's social/commercial space;
- Ensure that the College's internal governance is sound by:
  - a) Engaging students in governance structures;
  - b) Ensuring the appropriate chairing of the College Syndicate,
  - c) Ensuring the appropriate chairing of College Management meetings
  - d) Periodically reviewing and moderating, as appropriate, the College Constitution, College Rules, etc.;
  - e) Establishing effective communication channels with College staff and members;
  - f) Ensuring appropriate mechanisms are place to ensure the health and safety of College members.
- Ensure that College Intro Week and other College-related activities including degree ceremonies;
- Provide, as necessary, materials for handbooks, websites, etc.
- Clearly identify and record any delegations of authority to other members of the College (for example, pay authorisation);
- Represent their College on Senate, the College and Student Experience Committee, and other University committees and working groups as agreed with the Provost for Student Experience, Colleges and the Library;
- Work closely with the Provost for Student Experience, Colleges and the Library and other Professional Services (particularly Facilities, HR, Finance and Student Based Services) and other College Principals to ensure good institutional governance of the collegiate structure;
- Undertake training and other professional development as required.

College Principals can expect:

- Support from the University in terms of:
  - a) Full inclusion and engagement in decision-making processes for decisions involving the Colleges;
  - b) Both formal and informal access to the Provost for Student Experience, Colleges and the Library
  - c) Public celebration of the Colleges' essential role in the Lancaster experience (via website, etc.)
  - d) Maintenance and upgrading of College estate and facilities in line with the Campus Master Plan;
  - e) Access to LUSI, Agresso, HRIS, and other University operating systems as required;
  - f) Training and professional development as required;
  - g) A contractual recognition of service;
- Engagement with University personnel (eg. Director of Facilities, Director of HR, Head of Colleges and Student Life, University Dean, University Secretary, etc) as appropriate;
- Access to agreed budgets with delegated authority to authorise payment;
- To be asked to participate in University activity and governance and play a key role as a stakeholder;
- To be treated courteously and with respect by the students with whom they interact.