

***POST TITLE:***  
**ASSISTANT CAMPUS MANAGER**  
**(AMMANFORD AND GELLI AUR)**

***VACANCY REFERENCE NO:***  
**21-22/01/04**

***CLOSING DATE:***  
**12 NOON, FRIDAY 11<sup>TH</sup> FEBRUARY 2022**

## **JOB DESCRIPTION**

**Coleg Sir Gâr  
Graig Campus  
Sandy Road  
Llanelli  
Carmarthenshire  
SA15 4DN  
Tel : (01554) 748154  
Fax : (01554) 748097**

## JOB DESCRIPTION

<b>POST:</b>	Assistant Campus Manager (Ammanford & Gelli Aur)
<b>REF:</b>	21-22/01/04
<b>SALARY:</b>	APT&C Scale 5 £23,893 rising to £25,927 per annum
<b>HOURS PER WEEK:</b>	37 hours per week
<b>WEEKS PER ANNUM:</b>	52 weeks per annum
<b>BASE CAMPUS:</b>	Base Campus To be confirmed:– Either Ammanford or Gelli Aur Campus. The postholder will be expected to work at both Ammanford and Gelli Aur campuses. It will be a requirement of the post holder to visit all Coleg Sir Gâr and Coleg Ceredigion Campuses and to work from these sites as and when necessary.
<b>RESPONSIBLE TO:</b>	Campus Manager (Ammanford & Gelli Aur); Campus Operations Manager.
<b>COMMENCEMENT DATE:</b>	To be confirmed pending satisfactory Disclosure and Barring Service (DBS) Certificate
<b>TEMPORARY/PERMANENT:</b>	Permanent

### 1. **INTRODUCTION**

The Board of Directors of Coleg Sir Gâr and Coleg Ceredigion are committed to appointing the very best staff who achieve excellence in their work. Working to the values and behaviours that underpin the strategic plan and business of the institution, the College seeks staff that display creativity and innovation, whilst driving their own performance, and the performance of others, to provide the very best experience and service to learners.

The role of the Assistant Campus Manager is a demanding one and carries significant responsibility. The successful candidate will need to demonstrate commitment, accuracy, efficiency and flexibility in carrying out the role and ensure services of the highest possible standards are delivered on campuses. It is vital that Campus Offices offer a knowledgeable service to all learners, staff and visitors in a welcoming, bilingual, effective and vibrant environment. In this context, the value placed on excellent customer care and support must not be underestimated.

The post holder performs a vital role on the smooth running of the campuses and will have a close working relationship with senior staff who have responsibility for the sites.

The Assistant Campus Manager will effectively help and assist the Campus Manager at Ammanford and Gelli Aur and deputise in the role when required. Work will include administration duties, registry, estates and finance activities. A high level of professionalism, diplomacy and co-operation will be required for this position. The successful applicant should be suitably qualified and have relevant experience at a senior administrative level. The Assistant Campus Manager will provide direction to administrative staff and caretakers on the day-to-day activity and operations.

To meet future challenges, the post holder will support the College's drive to increase non-core income and reduce costs in its operations, whilst maintaining an excellent service of the highest quality.

Note: annual leave opportunities *may* be restricted during term times.

## **2.0 SPECIFIC RESPONSIBILITIES – Assistant Campus Manager Ammanford & Gelli Aur**

The Assistant Campus Manager will be required to:

- 2.1 Assist the Campus Manager in the management of the College campuses at Ammanford and Gelli Aur.
- 2.2 The Assistant campus Manager has main responsibility for exams, and will be required to under-take exam officer responsibilities to ensure smooth operation and compliance of examination procedures
- 2.3 Undertake administrative duties for electronic timetabling
- 2.4 Provide guidance to existing students on issues such as EMA, ALG and other student related matters.
- 2.5 Assist with the production, implementation and manage caretaker shift rotas.
- 2.6 Assist with the local arrangement of the financial affairs of the Campuses within approved Finance regulations
- 2.7 Implement relevant Registry procedures including on line EBS developments
- 2.8 Assist with campus Estates related issues, including input onto a computerised work request system.
- 2.9 Assist with the management of room allocations for internal and external bookings of facilities on campus.
- 2.10 Assist with the management of fleet vehicular checks ensuring College procedures are adhered to.
- 2.11 Assist with duties relating to Campus Health & Safety including regular monitoring of the campus environment and activities.  
Assist with the completion of risk assessments for area under direct control and completion of PEEPs.  
Assist and attend in emergency situations - deputising for the Campus Manager and taking control when necessary.  
Liaise with First aid trained staff as and when necessary.  
Assist with the reporting and investigations of accidents and incidents and record statistics.  
Assist with Campus Manager with fire evacuations and Campus procedures – deputising for the Campus Manager and acting as Fire Marshall when necessary.
- 2.12 Have a full understanding of the Educational Visits Policy and Procedures, disseminating the information to staff and checking Educational Visits paperwork.
- 2.13 Assist the Campus Manager by working closely with the College external cleaning contractor to ensure the highest standards of cleanliness are maintained, reporting any issues to contractor and ensuring satisfactory resolutions. Assist with regular monitoring and auditing of campus cleanliness. Liaise with the cleaning contractor on scheduling of cleaning on campuses and plan "holiday / special" cleaning programmes.
- 2.14 Assist the Campus Manager by working closely with the College external catering contractor, regularly checking the provision and standards, reporting any issues to the contractor and Campus Operations Manager. Liaise with the catering contractor on any special requirements, holiday and evening provision etc
- 2.15 Ensure the campus is secure with an adequate control system for the issuing and recording of keys and fobs.

- 2.16 Manage sickness and absence reporting of all campus-based staff in compliance with HR procedures
- 2.17 Only if requested by Campus Manager or Campus Operations Manager - monitor sickness absence of Campus Office staff and Caretakers and undertake return to work interviews.
- 2.18 Assist with taking end of day log off calls from the caretakers, weekends included when applicable. This will be a duty shared with the Campus Manager.
- 2.19 Provide support, when feasible, to the student transport administrative system.
- 2.20 Implement Campus Office procedures as requested and directed by the Campus Manager and Campus Operations Manager, ensuring consistency of work practices.
- 2.21 Ensure activities within the Campus Office are performed to the highest possible standards of professionalism and efficiency.
- 2.22 Promote excellent standards of customer care service and ensure that the Campus Office staff consistently uphold and deliver such standards.
- 2.23 Assist with the management of designated support staff within the campus, including office administrative staff and caretakers.
- 2.24 Work closely with support staff within the campus office, including office administrative staff and caretakers.
- 2.25 If requested, undertake staff reviews for appropriate staff in line with college procedures.
- 2.26 Assist the Campus Manager with organising annual and flexi leave of campus office staff and caretakers, ensuring adequate staffing levels are provided on campuses at all times.
- 2.27 Give general advice and guidance to learners and prospective students.
- 2.28 Liaise with Teaching and Support staff on relevant issues.
- 2.29 Work closely with the Estates and Finance departments, Registry and Admissions to ensure the delivery of an efficient, effective and knowledgeable service at the Campus Offices.
- 2.30 Provide appropriate support services to Faculty Managers and lecturers based on the campuses.
- 2.31 Respond to emergency situations on site remaining calm, discreet and professional at all times.
- 2.32 The post holder will, on occasions be required to work out of normal working hours.
- 2.33 Respond to emergency out of hours calls when necessary.
- 2.34 Carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College

### 3. **GENERIC RESPONSIBILITIES**

The post holder will be expected to:

- 3.1 Ensure that appropriate steps are taken to:
  - implement College policies and procedures with respect to equal opportunities
  - adhere to approved disciplinary and grievance procedures
- 3.2 Share collective responsibility for:
  - providing information and advice to the Principal and Executive;
  - managing effectively and efficiently any resources allocated within an agreed budget;

- 3.3 Implement agreed measures to monitor and improve the quality of experience for students;
- 3.4 Work with the Principal and Executive to ensure that the College meets its aims and objectives, quality standards and performance targets, as detailed in the Strategic Plan.
- 3.5 Implement the targets outlined in the bilingual development plan for this area.

#### 4. **PERFORMANCE REQUIREMENTS**

##### 4.1 **Pre-entry requirements**

A current driving licence and access to a car

##### 4.2 **Contacts and Relationships**

- To report directly to the Campus Manager;
- To report to the Campus Operation Manager;
- To report to the Director of Estates & Operational Services;
- Functional relationship with College Directors, Faculty and College Managers;
- To liaise regularly with the Principal, Executive, members of staff and learners.

#### 5. **PERSON SPECIFICATION**

##### 5.1 **Qualifications**

HND/HNC Qualification

- Business Administration / Business Management / Accounting etc

**Desirable**

Appropriate IT Qualifications

- Minimum of Level 3 : ECDL or equivalent

**Essential**

GCSE English at minimum Grade C  
or O Level equivalent

**Essential**

GCSE Mathematics at minimum Grade C  
or O Level equivalent

**Essential**

##### 5.2 **Experience**

At least three years relevant experience

**Essential**

A good understanding of relevant issues in Further and Higher Education

**Desirable**

##### 5.3 **Personal Attributes**

Good analytical skills

**Essential**

High degree of self motivation

**Essential**

Diplomacy and tact

**Essential**

Ability to produce work of high quality

**Essential**

Ability to work under pressure

**Essential**

Ability to maintain strict confidentiality

**Essential**

Good interpersonal and communication skills

**Essential**

Ability to display confidence and establish positive relationships

**Essential**

Ability to plan, co-ordinate, implement and monitor quality and effectiveness of systems and procedures.

**Essential**

5.4 **Welsh Language**

Welsh Oracy (Listening/Speaking)  
Welsh Literacy (Writing/Reading)  
(See detailed Language Level Descriptors attached)

**Level 2/3**  
**Level 2/3**

6. **NOTES**

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as at 17 January 2022. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes that are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment, you are required to be appraised as agreed within Coleg Sir Gâr's Staff Appraisal Scheme.

***Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English***

## LANGUAGE LEVEL DESCRIPTORS

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
<b>Welsh essential</b>	<b>Level 4 High</b>	<ul style="list-style-type: none"> <li>▪ CAN lead and contribute effectively to lectures/meetings and seminars/tutorials</li> <li>▪ CAN handle complex or contentious issues with specialist knowledge.</li> <li>▪ CAN understand idiomatic expressions and colloquialisms.</li> <li>▪ CAN present a clear, smoothly flowing descriptions or argument</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar</li> <li>▪ CAN write clear, smoothly flowing text in an appropriate style</li> <li>▪ CAN write complex letters, reports or articles</li> <li>▪ CAN write summaries and reviews on professional matters</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand correspondence expressed in non-standard language</li> <li>▪ CAN understand reports and articles, including complex ideas expressed in complex language</li> <li>▪ CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers.</li> </ul>	<b>Good</b>
	<b>Level 3 Intermediate</b>	<ul style="list-style-type: none"> <li>▪ CAN contribute to lectures and meetings</li> <li>▪ CAN argue for or against a case</li> <li>▪ CAN take and pass on most messages</li> <li>▪ CAN understand extended speech &amp; lectures</li> <li>▪ CAN follow complex lines of argument</li> <li>▪ CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible.</li> <li>▪ CAN present clear, detailed descriptions on a wide range of subjects</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN deal with all routine requests for information or services.</li> <li>▪ CAN write clear, detailed text on a wide range of subjects related to his/her subject/interests.</li> <li>▪ CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand most correspondence, reports and factual product literature</li> <li>▪ CAN read articles/reports</li> </ul>	<b>Good</b>
	<b>Level 2 Basic</b>	<ul style="list-style-type: none"> <li>▪ CAN describe simple experiences and events</li> <li>▪ CAN give simple opinions and plans</li> <li>▪ CAN state simple requirements</li> <li>▪ CAN ask/answer simple questions</li> <li>▪ CAN offer simple advice to clients</li> <li>▪ CAN understand main points of discussion</li> <li>▪ CAN enter unprepared into conversation</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable.</li> <li>▪ CAN write simple connected texts on familiar topics</li> <li>▪ CAN exchange information on familiar topics and activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand non-routine letters and reports/articles</li> <li>▪ CAN understand text that consist mainly of high frequency everyday work related language</li> <li>▪ CAN understand simple short reports or product descriptions on familiar matters</li> </ul>	<b>Fair</b>
<b>Welsh desirable</b>	<b>Level 1 Entry</b>	<ul style="list-style-type: none"> <li>▪ CAN use and recognise simple phrases and sentences</li> <li>▪ CAN handle very short interactive exchanges but not enough to keep the conversation going</li> <li>▪ CAN take and pass on simple messages</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN write a simple routine request to a colleague</li> <li>▪ CAN write a short note to a colleague</li> <li>▪ CAN write short, simple notes and messages</li> <li>▪ CAN fill in forms with simple details</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAN understand and read very short, simple texts</li> <li>▪ CAN find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables</li> </ul>	<b>Poor</b>
	<b>Level 0</b>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<ul style="list-style-type: none"> <li>▪ No Welsh language skills at all</li> </ul>	<b>None</b>

**MAIN CONDITIONS OF SERVICE**  
**ADMINISTRATIVE, PROFESSIONAL, TECHNICAL**  
**AND CLERICAL STAFF (APT&C)**

1.	<b>Post Grade:</b>	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	<b>Payment of Salary:</b>	Monthly by credit transfer into a bank or building society account.
3.	<b>Leave Entitlement:</b>	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	<b>Medical Assessment:</b>	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	<b>DBS (Disclosure &amp; Barring Service) Check:</b>	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at <a href="http://www.homeoffice.gov.uk">http://www.homeoffice.gov.uk</a> or alternatively we will provide a copy on request.
6.	<b>Pension:</b>	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	<b>Period of Notice:</b>	One month.
8.	<b>Probationary Period:</b>	The appointment is subject to a term of probation of 6 months.
9.	<b>Vehicle Insurance:</b>	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	<b>Smoking Policy:</b>	Coleg Sir Gâr has a No Smoking Policy.
11.	<b>Sickness Payment:</b>	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	<b>Health &amp; Safety:</b>	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p> <p>All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.</p> <p>The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.</p>
These are provisional terms & conditions and may be subject to change.		



**POST: ASSISTANT CAMPUS MANAGER  
(AMMANFORD AND GELLI AUR)**

- ◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.
  
- ◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.
  
- ◆ If you have not received correspondence from the College by 11 March 2022 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name: .....

Address: .....

.....

I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.