

Gurteen College



Gurteen College

## Vacancy for College Principal

**Gurteen College is a private agricultural college that delivers educational programmes in conjunction with Teagasc (Irish state agriculture agency) and other third level education institutions.**

**Gurteen is based in the heart of Ireland and includes a 400 hectare mixed enterprise farm. Gurteen is a leader in rural sustainability whose vision is “Learning and working together to enhance life in rural communities.”**

**Applications are now invited for the post of College Principal.**

**The minimum qualification is a relevant Level 8 or higher degree with significant experience in education and agriculture. This is a permanent position and is subvented by Teagasc. The current salary scale is €64,990- €85,687p.a. (eleven point scale). An additional management allowance of €12,345 p.a. and Public Service pension arrangements also apply.**

**Gurteen College is an equal opportunities employer.**

**A completed application form (which includes a Letter of Application and CV) should be emailed as a single PDF document to [saracosgrove@agservicesgroup.com](mailto:saracosgrove@agservicesgroup.com) by 5.00pm on 3<sup>rd</sup> May 2019.**

# Gurteen College

## Information and instructions on how to apply for the role of College Principal

2<sup>nd</sup> April 2019

Dear Applicant,

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Applicants not currently working within the public sector can only (in line with public sector pay rules) commence on the first point of the salary scale (regardless of length of experience). Applicants currently working within the public sector must be working in a similar role/pay-scale within the public sector in order to be considered for a higher starting scale point.

Remuneration may be adjusted from time to time in line with Government Policy.

Gurteen College is an equal opportunities employer.

Please visit [www.gurteencollege.ie](http://www.gurteencollege.ie) to learn more about Gurteen College. If you believe that you could lead the next phase of Gurteen's development, please download, complete and submit an Application Form which can be found on the College website [www.gurteencollege.ie](http://www.gurteencollege.ie) (Jobs section).

The completed application form (which includes Letter of Application and CV) should be emailed as a single PDF document to [saracosgrove@agservicesgroup.com](mailto:saracosgrove@agservicesgroup.com) by 5.00pm on 3<sup>rd</sup> May 2019.

Shortlisting will take place within one week and shortlisted candidates will be contacted shortly afterwards and given information about the interview process.

It is planned to hold interviews on 22<sup>nd</sup> May 2019. The interview process will involve candidates making a PowerPoint presentation to the interview board.

Canvassing will result in disqualification.

All requests for information in relation to the post should be made by email to [saracosgrove@agservicesgroup.com](mailto:saracosgrove@agservicesgroup.com).

A handwritten signature in cursive script that reads "Karen Brosnan".

**Karen Brosnan**

**Chair, Board of Governors**

# Job Specification

## Principal of Gurteen College

**Nature of Job:** The Principal of Gurteen College (Gurteen) is responsible to the Board of Governors for the day-to-day management of the academic institution with 600 students, 400 hectare farm, staff and the overall college campus activities.

Gurteen is a private college governed by the Board of Governors. The Principal is responsible to the Board of Governors. Gurteen has Charitable Status and the assets are held in trust by the Board of Trustees on behalf of the Methodist Church in Ireland. The Board of Trustees are also responsible for ensuring that the College adheres to the ethos of the Methodist Church in Ireland.

The Principal is assisted in their role by the Assistant to the Principal (Academic Manager), Farm Manager and Bursar, amongst other key staff.

### **Academic:**

The college provides education at Levels 5, 6, 7 and 8 on the National Framework of Qualifications. This is done for and in conjunction with Teagasc and other academic institutions. Gurteen has a Service Level Agreements (SLA) and/or Memorandum of Understanding (MOU) with these partner institutions and the Principal is responsible for delivery and compliance in relation to these contracts.

Current educational programmes delivered at Gurteen include: Teagasc Level 5 and 6 Certificate courses in Agriculture (both full-time, part-time and distance modes of delivery) and Ordinary and Honours Degrees in Agriculture. The current enrolment numbers are 600 (of which 250 are full-time and 350 are Distance Education and Part-time participants). Gurteen is also a co-provider for courses in Equine and Sustainability in conjunction with other academic institutions. Gurteen is also a co-provider in Veterinary Nursing and Animal Care courses. The College has a staff complement of 40 people, mainly lecturers, technicians and administration staff. The Principal has overall responsibility to the Board of Governors for the academic programmes and the associated staff and is assisted by the Assistant to the Principal (Academic Manager).

**Farm:**

Gurteen operates a farm of over 400 hectares. The farm has significant dairy, beef, suckler, sheep and tillage enterprises. The College have recently invested over €1m in a new dairy unit for its 250 head dairy herd, new sheep shed, and in various energy efficiency and green capital projects. The farm and its associated facilities are used as demonstration and research resources for the education programmes but is also operated as a commercial enterprise to generate funds to further advance the College's vision. The farm also hosts the biennial "Grass and Muck" event in Ireland attracting over 12,000 people and 200 trade stands and demonstration plots. The Principal has overall responsibility to the Board of Governors for the development and management of the farm and its staff.

**Sustainability:**

Gurteen is a leader in rural sustainability. It is managed to ensure long term environmental, economic and social sustainability and provides systems to protect and enhance the well-being of students and staff. Renewable energy has been emphasised and the technologies used include willow, wood fuels, wind turbine, LED lighting, heat exchangers and photovoltaic panels which significantly reduce the College's carbon footprint and running costs. It hosts the annual "Energy in Agriculture" event drawing exhibitors and attendees from all over Ireland and the UK.

Further information on college activities is available from the college website: [www.gurteencollege.ie](http://www.gurteencollege.ie)

<b>Competition Type:</b>	<p>Permanent</p> <p>A panel may be formed from which future similar vacancies may be filled; such a panel will remain active for a maximum period of 24 months.</p>
<b>Location:</b>	<p>Gurteen College, Ballingarry, Roscrea, Co. Tipperary. E53 TP93.</p>
<b>Reporting To:</b>	<p>The Board of Governors of Gurteen College.</p> <p>With specific regard to Teagasc education programme delivery and governance matters, the Principal of Gurteen also reports to the Teagasc Head of Education and/or other nominated Teagasc manager(s).</p>
<b>Grade/Salary:</b>	<p>Linked to Agricultural Development Officer Grade III scale. The current salary scale is €64,990 to €85,687 (eleven points on scale). A management allowance of €12,345 per year is also paid.</p> <p>An onsite bungalow residence may be available if required. Public service pension arrangements apply. Remuneration may be adjusted from time to time in line with Government Policy.</p>
<b>Eligibility:</b>	<p>The minimum requirement is a relevant Level 8 or higher degree (e.g. BAgric. Science or equivalent) with significant experience in education and agriculture. A Higher Diploma in Education, a Master Degree or a PhD is a desirable accompaniment. It is preferable that applicants have prior experience in a managerial role.</p>
<b>History/culture</b>	<p>The College was founded in 1947 and are proud to have had only five Principals in the subsequent 72 years. It has consistently developed, evolved and expanded in that time and the new Principal will be expected to continue this work. The Governors and Trustees aim to be as supportive as possible with this agenda.</p>
<b>Successful candidate:</b>	<p>The Successful candidate will meet all of the minimum criteria outlined. In addition to being capable of managing the varied nature of the role, he/she should also be an innovator who is capable of leading the College through the changing rural and agricultural environment of the next 10-20 years.</p>

## **Main Duties and Responsibilities:**

The main duties and responsibilities will include:

- Foster and lead the implementation of Gurteen's Mission Statement, Vision, Goals and Objectives, Strategic Development Plan and Business Plan.
- Actively participate in the sourcing and generation of resources (including physical, economic and social) to achieve the objectives of College programmes and plans.
- Contribute to the development of rural communities through the provision of educational services.
- Bring forward proposals for the ongoing development of education and training courses at the College and to ensure that these are branded and marketed to attract a full complement of students.
- Ensure the highest possible standards are achieved for education courses.
- Review the effectiveness and efficiency of teaching and learning and operational delivery of all the agricultural and other programmes provided by the College.
- Proactively engage with Teagasc and partner academic institutions to ensure that these partnerships operate to the best possible standards.
- Ensure the educational and general wellbeing of students attending the College.
- Proactively support the development and management of the college farm as a high quality demonstration and research facility that is commercially operated to generate funds for the further development of the College to continue to meet its objectives.
- Ensure the quality of all outputs from the College and the implementation of Quality Customer Service and Risk Management Strategies.
- Contribute to the strategic development of the programmes and services through participation in College Principals meetings and other relevant meetings and committees.
- Ensure that the Methodist Ethos and Heritage, that inspired the foundation of the College and is enshrined in the educational objectives of the institution, continues to be a guiding principle in developing educational programmes, in service provision, in respect for all people and in care for animals and the environment.
- Take responsibility and be accountable to the Board of Governors for the overall day-to-day management of all aspects of the College.
- The Board of Trustees ("Trustees") hold the College assets (including the land and buildings) in trust on behalf of the Methodist Church in Ireland. They are also responsible for ensuring that the College continues to adhere to the ethos of the Methodist church in Ireland, which for example prohibits gambling or the consumption of alcohol on campus. The Principal will be responsible to the Trustees for ensuring this ethos is maintained and promoted. The Trustees nominate four non-trustees to the Board of Governors.
- The Principal is responsible for the corporate governance and risk management matters of the College, as follows:

## **Governance**

Ensure that:

- Governance related directives applying to Gurteen and as a Registered Charity are implemented as per relevant guidelines and that Audited Accounts and Auditors reports are prepared, approved and filed on time and in the required formats.
- Service Level Agreements with partner agencies are updated regularly and strictly adhered to in their implementation.
- Building projects are managed effectively in accordance with capital project guidelines and within budget.
- Gurteen properties, facilities and resources are protected and maintained in an appropriate manner.
- All required insurance premiums and property leases are properly managed and paid on time.

## **Health and Safety**

- Lead the implementation/development of the Health and Safety system at Gurteen.
- Ensure Safety Statements are prepared, published, implemented and that safety procedures are monitored.
- Fully co-operate with the provisions made for ensuring the health, safety and welfare of learners, staff and visiting teachers/mentors/guests and co-operate with the Board of Directors in enabling Gurteen to comply with legal obligations.
- Ensure that Gurteen buildings and programmes meet the needs of people with disabilities.
- Ensure that waste management and recycling services and licences are maintained.

## **Business Planning and Evaluation**

- Proactively engage and participate in the College business planning process by preparing, in conjunction with all staff, a business plan for the College to meet organisational goals and objectives and to manage and implement the delivery of this business plan.
- Develop, lead and manage the College leadership/business planning team.
- Manage the implementation of training and education courses as per the College business plan and meet agreed key performance indicators (KPIs).
- Develop and lead college self-evaluation processes.
- Participate in any Teagasc Whole College Evaluation or similar processes and implement recommendations as necessary.

## **Budgeting & Financial Management**

- Participate fully in the preparation, monitoring and management of the College budget and to exercise due diligence and best practice in financial management and decision making at all times.
- Prepare and, following approval, manage the College's current and capital budgets to ensure that all expenditure is in accordance with the requirements of Gurteen financial policies, procedures and guidelines.
- Account for all income and expenditure in accordance with Gurteen financial policies, procedures and guidelines.

## **Staff Management & Development**

- Organise, co-ordinate and manage staff employed by the College and in the case of staff assigned to the College by Teagasc in consultation with the Human Resources Department of Teagasc.
- Provide leadership and support to College staff, mentor new staff, delegate authority and responsibility as appropriate, help staff navigate through organisational change and ensure strong two-way communication within the College.
- Provide leadership in the development of collaborative working relationships and inter-team communication and cohesiveness in order to ensure optimum delivery of services and programmes.
- Assign appropriate responsibilities/designations to College staff and ensure that the maximum benefits are achieved from these roles.
- Promote the development of best/innovative teaching and learning practice across the College education team.

## **Performance Management & Reporting**

- Manage team and individual accountabilities in an assertive but encouraging way creating a shared understanding of the vision and the objectives of the institution.
- Provide clear feedback (positive and/or constructive) to staff using the established performance management system as a means to focus and drive performance.
- Challenge underperformance in a constructive and timely manner and develop individual capabilities of staff, through the provision of relevant and timely guidance, support, coaching, and/or development programmes, as appropriate.
- For any Teagasc staff seconded to Gurteen College, carry out Teagasc Performance Management and Development System (PMDS) interviews as per Teagasc PMDS procedures.
- Proactively engage in the performance reporting process and deliver all relevant reports and updates as and when required.
- Ensure that appropriate teaching and learning standards and quality assurance outcomes are achieved in regard to contracted education delivery.

## **Asset Management**

- Manage and efficiently utilise and safeguard all resources allocated to the College and, as appropriate, exploit all physical assets to ensure they provide maximum value to the programmes and are aligned to the strategic goals and objectives of the organisation.
  - Ensure that the College farm enterprises and College units are managed to the highest standard and leveraged, where appropriate, to support demonstration, research and extension activities.
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- Take responsibility for your own on-going personal and professional development.
  - Any other duties as may be assigned from time to time.

*\* This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. Duties and responsibilities will be reviewed with the post-holder from time to time.*

## Person Specification

	Essential	Desirable
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Relevant Level 8 Degree or higher (e.g. BAgrSc or equivalent).</li> <li>• Significant experience in both education and agriculture.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Post Graduate Qualification such as a Higher Diploma in Education, a Masters Degree or a PhD.</li> <li>• Relevant Management Development Qualification and/or Leadership Development Qualification.</li> <li>• Experience in a lecturing role.</li> <li>• Managerial experience.</li> </ul>
	<b>Highly Desirable</b>	
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Ability to get results through people.</li> <li>• Strategic awareness, innovation and change management skills.</li> <li>• Engaging and consultative leadership skills.</li> <li>• Strong financial and enterprise development skills.</li> <li>• Good management skills including strong farm management competencies.</li> <li>• Business planning skills.</li> <li>• Interest in sustainability/environmental awareness.</li> <li>• Strong interpersonal skills with demonstrated ability to manage people and resources.</li> <li>• Computer literate with excellent IT skills.</li> <li>• Solid professional ethos which reflects the highest standards of integrity.</li> <li>• Knowledge of the further education and higher education systems.</li> <li>• Good knowledge of the agriculture and food sector and its linkages.</li> <li>• Knowledge and understanding of best practice human resource management.</li> <li>• Ability to manage and administer subcontracted education delivery.</li> <li>• Thorough understanding of private sector governance and relationships.</li> <li>• Ability to demonstrate alignment with College ethos, and broad understanding of Methodist principles.</li> <li>• Good understanding and appreciation of public sector and its governance.</li> <li>• Good understanding of relationships with stakeholders and government departments.</li> </ul>	
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Manage in a consultative and participative way that promotes effective teamwork.</li> <li>• Strong strategic and operational decision making capacity.</li> <li>• Excellent communication, organisational, delegation and time management skills.</li> <li>• Operates with a high degree of integrity in all aspects of work.</li> <li>• Understands and promotes the College Ethos.</li> <li>• Inspiring leader who engages others to achieve strong business and commercial results.</li> <li>• Demonstrates a solid commitment to ongoing personal and professional development.</li> <li>• Leads by example and promotes continuous improvement with a quality customer service focus.</li> <li>• Has a strong focus on goal-setting, performance management and accountability.</li> <li>• Is resilient, flexible and resourceful with an ability to maintain poise, concentration and performance levels under high demand.</li> <li>• Be an excellent ambassador for Gurteen College.</li> </ul>	

*Note: The 'essential' qualifications outlined above are 'must-have' which will be used in the selection process.*