

# Job Description and Person Specification

**Principal**

**July 2025**

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## Purpose and Values

### Purpose

**Our purpose is:**  
Breaking down barriers together.

### Values

**Our values are:**  
Dare to be different  
Make things happen  
Don't be mean

## Job Description

<b>Job Title:</b>	<b>Principal</b>
<b>Salary:</b>	As a member of the Strategic Leadership Team (SLT), the salary will be determined by the Board of Directors' Remuneration Committee
<b>Hours of Work:</b>	40 hours per week  Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]  Additional work may be required outside of the normal working hours without additional pay
<b>Working from home:</b>	This postholder is required to work on-site each working day  However, occasional working from home may be permitted at the line manager's discretion provided it does not exceed one working day in any week; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
<b>Holidays (Paid):</b>	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
<b>Pension:</b>	Contributory pension scheme  Full details are available from the Finance Department
<b>Main purpose of the role:</b>	Provide inspirational academic leadership to the Institute.  Lead on the development and inculcation of the educational character, ethos, culture and identity of the Institute (that is rooted in its purpose and values), acting as a role model for all within and outside the Institute  Lead, and be an active member of, the Strategic Leadership Team (SLT), and attend meetings of the Senior Management Team (SMT) as required  Assume overall strategic responsibility for the provision of high-quality education that includes: teaching and learning; academic enhancement; and research. Assume responsibility for the overall academic performance of the Institute's students.  Lead the relationship with our partner(s) who provide degree validation, campus and any other services that support academic delivery.  Lead the Institute in the development of its strategic ambitions and the implementation of its Strategic Framework

Lead and manage (i) Deputy Principal; (ii) other members of the SLT (as required); and (iii) members of the SMT (as required)

Work collaboratively with the Board of Directors

**Reporting to:**

Chief Executive Officer

**Location:**

7 Bedford Square, London, WC1B 3RA

**Main Tasks**

The main tasks of the job are:

- Provide inspirational academic leadership of the Institute.
- Lead academic strategy, ensuring that our programmes, partnerships, quality frameworks and academic community are aligned with the highest standards of excellence, compliance and integrity.
- Assume responsibility for the overall academic performance of the student body.
- Be lead contact for validating body, manage the partnership fully with continuous enhancement to teaching provision.
- Assume overall strategic responsibility for the design and development of new programmes, and the periodic review of existing programmes, assisting the Deputy Principal and the Head of Quality in sourcing external academic specialists as required.
- Lead on the development and inculcation of the educational character, ethos, culture and identity of the Institute (that is rooted in its purpose and values), acting as a role model for all within and outside the Institute.
- Assume overall responsibility for research, leading the further development and implementation of the Institute's Research Strategy.
- Be an active member of academic committees, and chair Academic Committee and other key committees within the Academic Division and across the Institute.
- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Act as an ambassador for and advocate for the Institute and build and develop collaborative and innovative relationships with organisations and key stakeholders locally, regionally, nationally and internationally.
- Lead, and be an active member of, the Strategic Leadership Team (SLT), and attend meetings of the Senior Management Team (SMT) as required.
- Lead the Institute in the development of its strategic teaching ambitions and the implementation of its Strategic Framework.
- Ensure strategies and policies are in place to promote, *inter alia*, excellence in teaching and learning, research, academic quality and standards, the student experience and graduate outcomes.

- Support the promotion and implementation of the Institute's Access and Participation Plan.
- Ensure compliance with the OfS's regulatory framework, such compliance to be monitored by the Head of Compliance.
- Together with members of the SLT and SMT, actively monitor Annual Key Performance Indicators (KPIs) that are used as an ongoing indicator of whether a risk (that includes academic risks) might materialise or has realised, and support the Head of Compliance to ensure that where such monitoring identifies the need for action to be taken, an action plan is developed and implemented.
- Lead on the Institute's application for taught degree awarding powers, and if granted, the transition from validated provision to own provision.
- Lead and manage (i) Deputy Principal; (ii) other members of the Strategic Leadership Team (as required); and (iii) members of the Senior Management Team (as required), providing effective, personal leadership to ensure capacity, capability and resilience in the delivery of the Institute's strategic goals.
- Work positively and collaboratively with the Board of Directors.
- Identify training and development requirements for staff who are line managed by the Principal, and ensure the provision of a high-quality customer service.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams, leading by example.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information with any third party.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

***The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.***

## Person Specification

### Essential criteria [i.e. the criteria that an applicant must satisfy]

#### **Qualifications**

- Undergraduate degree.
- Postgraduate degree or equivalent professional qualification.
- Senior Fellowship of Advance HE.

#### **Experience and attributes**

- Track record of visionary, motivational and creative academic leadership with the ability to engage with, and motivate, staff, students and broader stakeholders at all levels.
- Significant strategic leadership experience with a demonstrable track record in institutional development and the capacity to combine strategic vision with operational competence.
- Experience of undertaking a substantive academic management and/or leadership role.
- UK Higher Education teaching, learning and assessment experience at undergraduate and postgraduate level, preferably within a university which delivers programmes according to UK teaching and learning higher education methodologies.
- Experience of undertaking external activities with other higher education providers within the UK and/or overseas, for example: external examinerships; or external member of a validation panel
- Requisite experience and track record to hold credibility within an academic environment.
- Experience of developing academic staff and creating an external development programme.
- Experience of research, scholarly activity and/or development of academic knowledge.
- Ability to operate effectively within the OfS's regulatory framework.
- Sound financial awareness with a proven ability to manage academic budgets and teaching resources.
- Understanding effective corporate and academic governance and a proven record of working in close collaboration with directors, business owners or external academic advisors to achieve key organisational objectives.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.

- Ability to manage change and adapt to a fast-changing environment.

### ***Personal qualities***

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commitment to living the Institute's values: Dare to be different; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose.
- Genuine commitment to equal opportunities, widening participation, and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

### **Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]**

#### ***Qualifications***

- Doctorate.
- Leadership and management qualification.

#### ***Experience and attributes***

- None.

#### ***Personal qualities***

- None

### **Guaranteed Interview Scheme for applicants with a disability and other related information**

We actively encourage applications from people with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at [antony.charles@bil.ac.uk](mailto:antony.charles@bil.ac.uk). Please refer to our [Staff Recruitment and Development Policy](#) for further information.