

POSITION DESCRIPTION

POSITION TITLE:	PRESIDENT
JOB LEVEL:	EXECUTIVE
LOCATION:	TRINIDAD AND TOBAGO – COSTAATT CAMPUSES
REPORTS TO:	CHAIRMAN OF THE BOARD OF TRUSTEES

About the Position

The President serves as the Chief Executive Officer of the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT), the national community college of Trinidad and Tobago. He/She acts on behalf of the Board of Trustees (the Board) in matters which govern the operations of the College. As the Chief Executive Officer, the President has direct leadership responsibility for the overall development, implementation and promotion of the College's mission, pursuant to government mandates and the policies of the Board. He/She leads a team of academic and administrative professionals, operating in a multi-campus environment, and coordinates educational programme planning, policy development, fiscal management, human resource development and communication programmes to further the public image of the College and move the institution toward fulfilling its mission and goals. To achieve these goals, the President must build and maintain a solid relationship with the Permanent Secretary and other key personnel of the Ministry of Tertiary Education and Skills Training.

The role requires sound judgment, an innovative, student-centered approach to planning and decision-making and a commitment to leading the transformative initiatives needed to guide the College into an exciting future. The President plays a pivotal role in developing and maintaining relationships with a wide range of external stakeholders including the business community, the alumni, accreditation and other regulatory bodies, and other educational institutions to support the College's growth.

General Accountability

The President is accountable to the Board for the overall leadership and management of COSTAATT and meets periodically with the Board to discuss and establish annual performance objectives, based on the responsibilities set forth in the job description. He/She is also accountable to the College's line ministry, the Accreditation Council of Trinidad and Tobago, other regulatory bodies and to the student body. The President provides periodic reports to the Board of Trustees on the achievement of agreed-upon objectives. The President is also required to submit reports to the Ministry of Tertiary Education and Skills Training, the Ministry of Finance, and the Office of the Auditor-General.

Institutional Structure: Reporting directly to the incumbent is a team of Vice Presidents who manage the functions of academic affairs, student affairs, finance and administration, human resources, institutional advancement, and technology services. The President works closely with an executive leadership team that consists of Vice Presidents, the corporate secretary, chief internal auditor, deans, campus directors and other executives.

Key Responsibilities:

The President has broad responsibilities as per the COSTAATT Act 77 of 2000. Major task-based responsibilities include:

1. Strategic Leadership
2. Financial Management
3. People Management
4. College Development/External Relations
5. Effective Communication and Engagement

Key Results Areas	Key Accountabilities
1. Strategic Leadership	• Develops appropriate strategies and vision to ensure the College's sustainability and future growth and development. • Exercises effective leadership in a joint effort with the Board to implement the mission of the College. • Provides leadership in (a) the assessment of government mandate, business and community education needs; (b) the evaluation of the College's educational programmes; and (c) long-range planning for educational programming, services, enrollment levels, human resource and facility needs of the College. • Provides oversight for the development of innovative and market-responsive educational programmes required to meet current and emerging national and labour market needs. • Identifies strategic and operational risks; ensures mitigation strategies are in place as appropriate, takes action to minimise any actual or potential impact. • Provides the leadership necessary for the College to contribute to the country's social and economic development. • Maintains institutional and programme accreditation with the Accreditation Council of Trinidad and Tobago (ACTT) and other accreditation bodies. • Delegates authority where appropriate, coaches, and supports campus leaders in their decision-making processes. • Reviews, approves and presents relevant policies for board consideration and final approval. • Presents all organisational structure changes/recommendations/resolutions for board consideration and approval. • Provides periodic audit reports on all aspects of the institution's operations to the Board of Trustees.
2. Financial Management	• Provides strategic direction and oversight for the mobilisation of resources to supplement state funding, leads discussion with the line ministry and participates in the development of alternative sources of funding for the College. • Reviews, approves and presents the annual operating and capital budgets to the Board. • Reviews periodic reports on the overall state of the College's finances, and recommends to the Board adjustments required to support the achievement of the College's strategic objectives, within the constraints of resource availability. • Ensures the adequacy and soundness of the College's financial structure; provides guidance and leadership in the development and management of the College's capital expenditure programmes. • Ensures compliance with all reporting requirements for the expenditure of public funds.
3. People Management	• Reviews and approves the human resource management programme to ensure that the College recruits and selects highly qualified and capable employees; conducts fair and equitable employment selection, promotional and compensation practices; promotes professional development for college staff, supports and pursues good relations with employee groups and associations, and provides opportunities for staff to be represented in college governance. • Ensures that the College's policies and practices are in alignment with applicable laws. • Acts as the final appellate within the College in disciplinary matters. • Advocates shared governance and promotes collegiality, staff cohesiveness and respect among all the college constituencies. • Ensures the establishment of systems to facilitate compliance with laws and regulations governing the safety and security of the college community, and, in emergency situations, acts as the primary authority to protect the safety and health of students and staff.

4. College Development/ External Relations	• Establishes and maintains excellent relationships with key personnel of the Ministry of Tertiary Education and Skills Training. • Develops and executes a strategic marketing and public relations programme and a community relations programme to ensure that the College is well represented in all media spaces. • Is an active participant in business and community activities and organisations, and builds strong and beneficial relationships with the local school system and other higher education institutions. • Maintains strong ties and professional association with business, workforce development and social and economic development agencies, educational organisations, and the community at-large in order to stay informed on workforce education issues and to develop and nurture partnerships that advance the College's vision and mission • Represents the College to the community, promoting positive relationships and open communication with all constituencies. • Builds and strengthens cooperative partnerships with local schools, business, industry and Government to provide opportunities for hands-on learning and internships.
5. Effective Communication and Engagement	• Keeps the Board fully informed in a timely manner of important matters impacting the college community. • Provides background information on agenda items in advance of board meetings. • Establishes, encourages and maintains effective communication and working relationships with faculty, staff, administration, collective bargaining units, peers in the tertiary education sector, community groups, the Ministry of Tertiary Education and Skills Training, agencies and other stakeholders. • Formulates and submits all reports required by the line Ministry, the Board and relevant state agencies. • Attends all meetings of the Board of Trustees, unless otherwise advised.

Key Role Competencies

• Results-Driven

- .1. Knowledge of the Academic Enterprise - Demonstrates an appreciation for the College, its culture, and its context. Understands and appropriately applies principles, procedures, requirements, and regulations and policies related to higher education.
- .2. Service Orientation (Customer Service) - Anticipates and meets the needs of both internal and external customers, students and stakeholders. Delivers high-quality programme offerings and services, and is committed to the continuous improvement of the College. Stimulates and directs the production of new course offerings aligned with national development needs, and promotes programmes to increase student registration.
- .3. Digital Transformation, Technology and Change - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programmes/processes that leverage digital technologies. Develops specific goals and plans to prioritise, organise, and implement relevant technology-based solutions or system-wide change; ensures alignment between business and technical requirements of ICT projects, and assesses business implications for each project.
- .4. Accountability - Holds self and others accountable for measurable, high-quality, timely and cost-effective results for the College. Determines annual objectives, sets priorities, and delegates work. Accepts responsibilities and acknowledges mistakes. Complies with established control systems and rules.

- **Leadership Competencies**

1. Strategic Decision-Making - Develops, articulates, advocates and executes a clear vision for the College's future. Takes a long-term view and builds a shared vision with internal and external college constituents; acts as a catalyst for institutional change. Influences others to translate vision into action.
2. Problem Solving - Applies system-level thinking in order to define problems, gather and synthesise quantitative and qualitative information, generate and identify potential solutions, and evaluate the best course of action for the College, against specified criteria, taking an integrated systems and results-oriented approach.
3. Resilience and Stress Management - Deals effectively with pressure, remains positive in outlook, even under adversity. Recovers quickly from setbacks and identifies alternative solutions.
4. External Awareness - Understands and keeps up to date on local, national, and international policies in higher education and trends that affect the College and shape stakeholders' views; promotes the College's relevance in relation to the Government's development agenda.

- **Financial Acumen**

1. Financial Management - Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible. Guides the development process for the institution's budgets and justifies the same to the Board.
2. Entrepreneurship - Positions the College for future success by identifying new growth opportunities; builds the College by developing or improving programme attractiveness, teacher quality and student services. Takes calculated risks to accomplish organizational objectives.

- **Building Coalitions**

1. Partnering - Develops networks and builds alliances with other tertiary level institutions, government, non-profit, private sector organizations, foreign governments or international organisations to achieve common goals.
2. Political Practical Understanding - Understands the internal and external politics that affect the work of the organisation. Adapts to political realities of the internal and external environment and takes appropriate action to ensure achievement of institutional goals and objectives.
3. Influencing/Negotiating – Persuades internal and external stakeholders, builds consensus, and gains cooperation from others to accomplish goals.

Core Competencies

- Resource Management
- Business Acumen
- Strategic Leadership
- Oral and Written Communication
- Analytical Thinking
- Continual Learning
- Persuasive Techniques
- Integrity/Honesty
- Servant Leader
- Interpersonal Skills
- Professionalism
- Public Service Motivation

Qualifications and Experience

- A Master's degree.
- A Doctoral degree will be an asset.
- Must have at least ten (10) years' work experience in the education sector, inclusive of at least eight (8) years in a senior management/educational leadership position.
- Leadership experience in finance, audit and digital technologies

Values and Principles

- A commitment to the institution's academic quality and to the role of scholarship, teacher quality and research in the mission of the College.
- A commitment to the development of faculty, staff, students, and a proven record of accomplishment of inspiring people and organisation through principled leadership.
- A commitment to equal opportunity and access and a recognition of the benefits that diversity brings to an educational institution.
- A commitment to the student-centered mission of the College, and student safety and welfare.
- A demonstrated sensitivity to issues related to campus culture and programmes.

Internal Relationships

The Board of Trustees – to ensure constructive review and final approval of management policies, direction and objectives and to engage in determining direction and strategies.

All Employees – to mentor and support a highly motivated, productive and engaged college workforce which identifies with and strives to achieve COSTAATT's mission, vision, and strategic directions.

External Relationships

The Ministry of Tertiary Education and Skills Training, other tertiary level education institutions leaders (public and private), to establish beneficial alliances, relationships and partnerships, various community groups, the alumni community, non-governmental organizations, regional business and industry, the public – to establish and maintain a positive and visible profile of the College, and to establish, nurture and maintain effective relationships and recognise contributions appropriately.