



MCAST

Job Description

Job Title	Principal & CEO
Department/Institute	Principal's Office
Reporting to	President – Board of Governors
Main Objective	The Principal & CEO's main objective is to lead MCAST in order to achieve its vision and fulfils its mission. The Principal and CEO will play a key role in developing MCAST's diverse educational and training agenda at a local and international level.

DUTIES AND RESPONSIBILITIES:

1. To provide inspirational leadership to all the staff and students whilst ensuring the delivery of an excellent academic, vocational and organizational performance;
2. To work with the President to the Board of Governors in the development and implementation of a strategic vision that meets the needs of the educational sector and at the same time setting a clear business direction to the organization;
3. To work with the President to the Board of Governors to ensure that within the organization there is an awareness of the national trends in education and therefore all decisions taken affect the development of the long term educational character, mission, ethos, values and strategic aims and above all have an oversight of MCAST's strategic plans;
4. To transform the strategy of the organization into operational objectives and to lead and motivate the Senior Management in order to deliver the operational plans and achieve objectives;

5. To provide professional advice to the Board of Governors on matters regarding MCAST's mission, vision and educational plans and by doing so acting in accordance to the level legislation, local standards and codes of practice;
6. To ensure that the Board of Governors is kept fully informed on key aspects of performance, major developments and projects;
7. To lead MCAST's strategic planning processes within the framework set by the Board of Governors;
8. To work within agreed values and maintaining a highly professional management structure consistent with MCAST's ethos and culture and at the same time ensuring an inclusive and supportive environment that engages the staff and students to work creatively and effectively;
9. To make sure that all MCAST's activities are conducted to the highest standards of integrity and transparency and are aligned with the strategic goals;
10. As the Principal & CEO, ensures that MCAST fulfils all statutory and regulatory, ethical, financial, legal obligations and other requirements of Government;
11. To guarantee that MCAST has in place a robust arrangement for the identification, management and control of risk and that the process of risk management are fully embedded;
12. To safeguard that all activities are carried out in such a way as to promote equality of opportunity and encourage diversity and inclusion;
13. To ensure that health, safety and well-being, safeguarding, and security strategies meet legislative requirements and therefore safeguarding a safe learning and working environment to all the staff and students;
14. To promote and enhance MCAST's reputation, profile and interests and creating and maintaining partnerships that will bring new opportunities for revenue, students, staff and the community;
15. To encourage a forward thinking, flexible and responsive approach across MCAST;

16. To maintain, negotiate, develop and encourage effective and mutually supportive sustainable links with relevant external bodies;
17. To obtain the highest possible level of efficiency of the human and financial resources of the College and ensuring that excellent financial, resource and strategic management of its diverse portfolio of activity is in place;
18. To ensure that all monies received are used for the purpose intended in accordance with the appropriate regulations; that timely and accurate budgets, estimates and reports and other managerial and financial account information are prepared and that there are proper and effective controls in place;
19. The list is not exhaustive and the Board of Governors may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.