

GLOBTER INTERNATIONAL COLLEGE

Profiles for Foreseen Roles in Governance, Leadership and Administration

Institutional Governance and Administration Framework

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Document Control

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1. Purpose

This document defines the foreseen profiles, responsibilities, reporting lines, and appointment expectations for the principal governance, leadership, and administrative roles of Globter International College. It is designed to support transparent institutional regulation, clear allocation of responsibilities, fit-for-purpose leadership, and accountable decision making. The profiles also reflect the need for stakeholder representation, student voice, gender balance, and effective support for online and blended learning provision.

2. Guiding Principles

- Appointments and elections shall be transparent, merit-based, and consistent with institutional regulations.
- All governance and leadership positions shall be occupied by suitably qualified and experienced persons.
- Governance bodies should, where possible, include representation from academic staff, administrative staff, students, and relevant external stakeholders.
- The organisational structure shall support realistic and efficient decision making, implementation, and accountability.
- Leadership and governance effectiveness shall be monitored through meetings, minutes, annual reporting, and stakeholder feedback.
- The College shall promote equity, inclusion, and gender balance in governance and administration.
- A designated role shall oversee the management of online and blended learning from an educational perspective.

3. Governance, Leadership and Administration Structure

The governance and administration framework of Globter International College is expected to include the Governing Board, Principal, Academic Council, Quality Assurance Committee, Finance and Risk Committee, Registrar / Administration Office, Student Support and Services Unit, Library and Information Services, Information Technology Unit, and where applicable, a designated Online and Blended Learning Coordinator. The following role profiles set out the expected remit of each position or body.

4. Role Profiles

4.1 Chair of the Governing Board

Key responsibilities:

- Provides strategic oversight and ensures institutional governance is exercised in accordance with the College mission, regulations, and strategic plan.
- Chairs meetings of the Governing Board and ensures that decisions are documented through formal agendas, minutes, and follow-up actions.
- Promotes independent and balanced governance, including the proper participation of internal and external stakeholders.
- Oversees review of governance effectiveness and ensures that governance bodies operate transparently and within their approved terms of reference.

Profile requirements: Senior leadership and governance experience; sound knowledge of higher education oversight, ethical conduct, and institutional accountability.

Reporting line: Reports to the Governing Board collectively; works closely with the Principal.

4.2 Principal / Chief Executive Officer

Key responsibilities:

- Leads the College and is responsible for the implementation of the mission, strategic plan, operational priorities, and approved policies.
- Ensures that academic, administrative, financial, and student support functions operate effectively and in coordination.
- Allocates responsibilities to senior officers and ensures that staffing levels and resources are sufficient for institutional operations.
- Reports regularly to the Governing Board on performance, risk, quality assurance, and regulatory compliance.

Profile requirements: Substantial leadership experience in higher education or comparable institutional management; strong academic and administrative competence.

Reporting line: Reports to the Governing Board.

4.3 Academic Council Chair / Academic Dean

Key responsibilities:

- Provides academic leadership for programme planning, teaching and learning, assessment, research, and academic standards.

- Coordinates programme approval, monitoring, and review processes and ensures the implementation of academic regulations.
- Advises on staffing needs, curriculum quality, learning resources, and professional development for academic staff.
- Supports evidence-based academic decision making using institutional data, student outcomes, and stakeholder feedback.

Profile requirements: Appropriate academic qualifications and leadership experience in curriculum management and quality assurance.

Reporting line: Reports to the Principal and presents academic matters to the Academic Council.

4.4 Registrar / Head of Administration

Key responsibilities:

- Leads institutional administration, student records, admissions processing, documentation control, and official correspondence.
- Ensures that institutional procedures are implemented consistently and that records, minutes, and official files are maintained securely.
- Coordinates election and appointment records, committee membership records, and the publication of approved regulations and notices.
- Supports communication across academic and administrative units and promotes service standards for students and staff.

Profile requirements: Relevant administrative qualification and proven experience in records management, higher education administration, and regulatory procedures.

Reporting line: Reports to the Principal.

4.5 Finance and Risk Manager

Key responsibilities:

- Supports budgeting, financial planning, financial reporting, procurement controls, and risk management processes.
- Provides budget monitoring information to senior management and governance bodies.
- Supports the preparation of institutional financial forecasts, risk registers, and business continuity arrangements.
- Ensures that budget allocations and expenditure controls align with strategic and operational priorities.

Profile requirements: Qualification in finance, accounting, or business administration; experience in institutional budgeting and control.

Reporting line: Reports to the Principal and the relevant finance / risk committee.

4.6 Quality Assurance and Compliance Officer

Key responsibilities:

- Coordinates quality assurance systems, policy reviews, self-evaluation reports, committee documentation, and action plans.

- Monitors implementation of academic and administrative policies and supports the review of governance effectiveness.
- Produces institutional reports using evidence such as student satisfaction, committee minutes, staff feedback, and performance indicators.
- Supports preparation for internal and external review activities and ensures that documentary evidence is accessible and current.

Profile requirements: Experience in quality assurance, monitoring, reporting, and policy implementation within an educational setting.

Reporting line: Reports to the Principal and serves relevant committees.

4.7 Student Representative Member

Key responsibilities:

- Represents the interests, views, and concerns of students in governance and committee processes.
- Participates as a full member of designated governance or advisory bodies, subject to approved institutional procedures.
- Communicates student feedback on teaching, administration, facilities, wellbeing, and support services.
- Supports student engagement, transparency, and two-way communication between students and institutional leadership.

Profile requirements: Currently enrolled student in good standing; ability to represent peers responsibly, objectively, and confidentially.

Reporting line: Reports through the designated student representation framework.

4.8 External Stakeholder / Employer Representative

Key responsibilities:

- Contributes independent external insight on employability, labour market relevance, community expectations, and institutional partnerships.
- Advises governance or academic bodies on programme relevance, graduate skills, and partnership opportunities.
- Supports stronger engagement with industry, employers, professions, and societal partners.
- Participates in meetings in line with approved committee terms of reference and conflict of interest provisions.

Profile requirements: Relevant professional standing and experience in industry, public service, or a professional body connected to the College mission.

Reporting line: Serves on the relevant governance or advisory body.

4.9 Online and Blended Learning Coordinator

Key responsibilities:

- Provides pedagogical oversight for online and blended learning provision and supports the quality of digital teaching and learning.

- Works with academic and IT teams to ensure that virtual learning environments, digital resources, training, and learner support are effective.
- Monitors implementation of online delivery standards, staff development needs, and accessibility considerations.
- Advises management on resource needs for online infrastructure, training, and learning technologies.

Profile requirements: Appropriate academic and digital learning expertise; experience in LMS administration, e-learning support, or blended learning design.

Reporting line: Reports to the Academic Dean / Principal and collaborates with the IT Unit.

4.10 Heads of Support Units (Library, IT, Student Support, Admissions)

Key responsibilities:

- Manage their respective service areas in line with approved institutional policies and operational plans.
- Provide regular performance information, identify improvement needs, and contribute to annual planning and review processes.
- Ensure that student services are accessible, responsive, and aligned with the needs of a diverse student population.
- Work collaboratively with academic and administrative leadership to support institutional objectives.

Profile requirements: Role-specific professional qualifications and appropriate management experience.

Reporting line: Report to the Principal or designated senior manager.

5. Appointment and Membership Expectations

- The College shall maintain clear procedures and criteria for election, appointment, induction, and review of leadership and governance roles.
- Terms of office, committee membership, and delegated authority shall be documented in institutional regulations or approved terms of reference.
- Appointments shall consider qualifications, experience, integrity, capacity to perform the role, and commitment to the College mission and values.
- Where appropriate, governance bodies shall include internal and external stakeholders, including students, academic staff, administrative staff, and labour market representatives.
- Conflicts of interest shall be declared and managed in accordance with institutional policy.
- The College shall promote fair participation and gender balance across governance and administration.

6. Monitoring and Review of Role Effectiveness

The effectiveness of governance, leadership, and administrative roles shall be reviewed regularly through meeting records, performance reports, committee self-evaluation, stakeholder feedback, staff and student surveys, and institutional quality assurance processes. Findings from such reviews shall be used to improve decision making, refine responsibilities, strengthen communication, and support continuous institutional improvement.

7. Organisational Support for Online and Blended Learning

In line with institutional expectations for online provision, Globter International College shall ensure that at least one key managerial or unit-level role has responsibility for the educational oversight of online and blended learning. The College shall also allocate adequate resources for technical infrastructure, staff training, learner support, and system maintenance to support quality digital delivery.

8. Review of this Document

This document shall be reviewed annually, or earlier where institutional restructuring, regulatory change, or strategic developments require revision.