

ROLE PROFILE

Post Detail			
Job Title	Campus Principal		
Job Grade	P3		
Post No	1685	Standard job	
Job Description			
Division	Welkom Campus		
Section	N/a		
Unit	Office of the Campus Principal		
Main purpose of the job	The Campus Principal provides overall campus-level leadership and is responsible for directing and managing the execution of the Welkom campus strategy, tactics, and operations. In this regard he/she is accountable to CUT governance structures, executive, staff, students, and stakeholders in respect of the three-fold mission of the University, namely teaching, research and community engagement.		
Reporting & communication lines			
Executive manager	Vice-Chancellor and Principal		
Senior manager	Not applicable		
Direct supervisor	Vice-Chancellor and Principal		
This post	Campus Principal		
Direct Reports	Job Title	No. of incumbents	
3	• Director Operations and Administration	1	
	• Director Academic and Partnerships	1	
	• Deputy Director Finance and Procurement	1	
Important contacts within the organization		Important contacts outside of the organization	
<ul style="list-style-type: none">• Vice-Chancellor• University management & staff		<ul style="list-style-type: none">• Other educational institutions• Various government departments and industry• Key suppliers• Local authorities• Local community leaders	
Job specifications			
Minimum Qualifications & experience	<ul style="list-style-type: none">• A Doctoral-level degree.• Five (5) to eight (8) years' knowledge of and experience in a multi-campus institution.• Experience in a senior academic leadership role in a higher education institution.• Demonstrated track record in managing a complex academic and administrative services portfolio, division, or unit, including comprehensive knowledge of faculty structures and Senate processes• Extensive experience in leading and managing an organisation's academic strategy, administrative, and operations, and organisational performance• Demonstrated leadership and teamwork ability both intra-organizationally and externally.• Demonstrated experience in visionary, strategic thinking, planning, and operationalizing at an institutional or divisional level.• Understands the policy, regulatory, and development agenda in the higher education sector in South Africa• Extensive knowledge of the strategic intent, tactics, and operations of the university's internal and external environment.• Extensive knowledge in areas of leadership / strategy / management and research in a higher education environment.		
Ideal Qualifications & experience	<ul style="list-style-type: none">• Associate Professor level• NRF rating• Eight (8) to ten (10) years of knowledge and experience in a multi-campus institution• An individual who demonstrates emotional intelligence, is flexible, and change oriented.		

	<ul style="list-style-type: none"> • Demonstrated experience in third-stream income generation. • An individual with an elevated level of personal motivation, energy, and enthusiasm. • An individual who is resilient and able to work effectively under internal and external pressure. • An ability to hold intellectual, critical conversations as a means of achieving mutually desired goals • An individual who demonstrates the ability to mobilise and inspire others towards shared goals.
Statutory & Other Requirements	<ul style="list-style-type: none"> • Extensive knowledge in areas of leadership / strategy / management and research in a higher education environment.
Summary of Key Performance Areas	<ul style="list-style-type: none"> • Campus strategy, leadership, and management • Financial management and reporting • Corporate and academic services (operations and people) • Stakeholder management • Partnerships and revenue generation
Core Competencies	<ul style="list-style-type: none"> • Accurate Self-Insight • Strategic Thinker • Transformation and Change Orientation • Agility and Adaptability • Building Organisational Talent • Business Acumen • Customer Orientation • Developing Strategic Relationships • Entrepreneurship • Establishing Strategic Direction • Executive Disposition • Global Acumen • Interpreting the Environment • Results Orientation • Team and Self development

Job Content	
Key Performance Areas (What)	Actions (How)
Campus strategy, academic leadership, and management	<ul style="list-style-type: none"> • Ensure the execution of strategic and institutional planning documents for the Welkom campus through implementation of the repositioning and operations plan, monitoring and reporting. • Ensure compliance to all relevant legislation, regulations, and national policy directives applicable in higher at Welkom campus. • Advise the VC on management policies for Welkom campus, to ensure compliance and effective implementation of CUT strategies; and recommend management procedures to execute policies. • Assist the VC to interface between the Council, Senate, and Executive to ensure accountability in respect of financial and strategic governance and the academic project at the Welkom campus. • Ensure integrated administration and management that supports the attainment of the mission and goals of the Welkom campus in conjunction with the CUT Executive. • Provide reports on the implementation of the Welkom campus repositioning strategy and operations plan to the VC.
Financial management, governance, and risk management	<ul style="list-style-type: none"> • Ensure that CUT's financial systems are adequate for monitoring, controlling, and planning purposes at Welkom campus. • Ensure that appropriate budgeting, costing, and pricing mechanisms are in place at the Welkom campus. • Ensure that the financial resources at Welkom campus are used to provide a cost effective, customer-driven, and high-quality service. • Ensure that adequate controls and procedures are in place and well documented to record and protect the CUT's assets at Welkom campus • Ensure that a risk management strategy and plan for Welkom campus is prepared and updated regularly

Job Content	
Key Performance Areas (What)	Actions (How)
	<ul style="list-style-type: none"> • Provide financial input to the assessment of business cases for new opportunities at Welkom campus and ensure that proposals are appropriately evaluated • Ensure the highest standards of probity and encouraging the application of best practice in Welkom's financial management system.
Corporate and academic services (operations and people)	<ul style="list-style-type: none"> • Ensure measures to continuously improve the quality and value of service units' output and services provided by the Welkom campus, including: <ul style="list-style-type: none"> ○ Assisting with and co-ordinating the formulation of all service unit planning efforts; ○ Sustaining management standards and quality through comprehensive institutional quality assurance programmes. ○ Orientation of and direction to new employees – including part time and fixed term employees – with regards to the institutional direction, and HR management expectations practices; ○ Performance management system implementation and monitoring for the leadership and staff; and ○ Plan and regulate professional and personnel development opportunities for staff. • Participate in the institutional transformation processes, through support, motivation, communication, and management of change at the Welkom campus. • Communication, interpretation and implementation of VC directives, Council decisions, Legislation, Government policy impacting on the academic affairs, within a compliance framework. • Ensure compilation of and implementation of compliance documents at Welkom campus, where necessary, in accordance with Compliance Manual and Compliance Policy. • Approve management and standard operating procedures at Welkom campus in accordance with approved CUT policies.
Stakeholder strategy, plan, and management	<ul style="list-style-type: none"> • Liaise with key external stakeholders to strengthen engagement, partnerships, and additional revenue streams at Welkom campus, e.g. <ul style="list-style-type: none"> ○ National, provincial, regional, and local government; ○ National and international tertiary / higher education institutions; ○ Business & industry sectors; ○ Funding Agencies & Foundations; and • Provide direction and leadership on all aspects of internal and external engagement at the Welkom campus in the various Faculties, academic and administrative entities at the University. • Strengthen local and regional collaboration in enhancing economic development in the Northern Free State region.
Partnerships strategy and revenue generation	<ul style="list-style-type: none"> • Develop, implement, and monitor Welkom campus partnership plan on local, regional, and national collaborations in conjunction with the DVC Teaching and Learning and the DVC Research Innovation and Engagement • Develop and implement mechanisms for the effective oversight and coordinated management of all external communication and engagement with collaborative academic partners. • Work with the DVC Teaching and Learning to ensure effective quality assurance and enhancement for all collaborative academic partnerships. • Ensure that all collaborative academic partnerships developed, approved, and delivered with national, regional, and local partners are fully compliant with the appropriate CUT requirements for assurance of quality and standards. • Develop and manage the financial arrangements for collaborative academic partnerships at Welkom campus with CFO and related divisions at the University. • Ensure timely and accurate review and reporting on the financial arrangements for partnerships activity at Welkom campus. • Research market trends to strategically drive the continuous review and development of partnership activity for Welkom campus.

Specific Role Requirements
<ul style="list-style-type: none"> • Flexible working hours and some travel may be required.

Delegated freedom to act
<ul style="list-style-type: none">Decision making within the regulations of policy, procedure, delegations, etc.
Organizational Chart

