

UNIVERSITY OF TECHNOLOGY, JAMAICA

POSITION DESCRIPTION

PRESIDENT

BACKGROUND

The University of Technology Jamaica (UTech, Jamaica), established under the University of Technology, Jamaica Act 27 of 1999 is a national, Government-funded institution which offers instruction and educational services leading to certificate, diploma, undergraduate and graduate degree qualifications in more than 100 programmes.

In keeping with its current thrust of taking education to the people which is embodied in the phrase “*People’s University*” the institution has grown significantly, with its initial five (5) faculties reconfigured into two (2) colleges and four (4) faculties, and the establishment of the Faculty of Law and the Joint Colleges of Medicine, Oral Health and Veterinary Sciences. Additionally, it has grown from eight (8) to fifteen (15) Schools and from a single Papine campus to include satellite campuses in Kingston, as well as sites in Montego Bay, Trelawny, Mandeville, and Ocho Rios over the last five years.

Graduate studies and research, are critical areas of growth and interest in the institution, as they present avenues through which financial viability of the institution can be achieved and national developmental concerns can be addressed.

The Student population is multi-cultural and spans the islands of the Caribbean as well as countries outside the region. UTech, Jamaica is at the pinnacle of technical education in the Caribbean, providing human resources and skilled professionals for Jamaica and the region in a wide diversity of disciplines.

Governance

The University operates under a system of governance comprising the governing body – the University Council, and the academic arm- the Academic Board. The Council is the supreme governing body of the University and is the formal employer of the University’s staff. The powers of Council are set out in the Charter and Statutes of the University of Technology, Jamaica Act. The Council is primarily concerned with ensuring adherence to University policies, effective monitoring and review of the strategic and operational plans of the University and ensuring the validity and quality of the University’s programmes and assets.

Philosophy

The University is committed to the total education of the individual as a social being and seeks to develop the whole person in terms of personal well-being and social and intellectual competence. It promotes life-long learning, personal development and service to community.

Mission

To positively impact Jamaica and the wider Caribbean through high quality learning opportunities, research and value added solutions to government, industry and communities

Core Values

In order to achieve its mission and vision, the University is guided by and lives the following core values:

Respect:

We believe in the dignity and intrinsic worth of all people, and endeavour to celebrate individuals by fostering an appreciation of, and respect for each other's differences.

Accountability

In the spirit of efficiency and effectiveness, we will embrace ownership of all our responsibilities and accept the principle that we are accountable for our actions.

Integrity

As a University community we value ethical behavior in all endeavours, whether scholarly, cultural, or intellectual, and expect all conduct to be grounded in integrity, mutual respect and civility.

Service

We are committed to excellence and high quality service in all interactions with the immediate and wider community, demonstrating that we see service as being fundamental to our operations in all areas of university life.

Excellence

We value excellence in our instructional, administrative and managerial pursuits, and are dedicated to the provision of academic courses of the highest quality in an environment that encourages excellence in research and scholarly activity, employing the most effective tools, technologies and facilities for learning.

Innovation

Innovation is encouraged inside and outside the classroom. We foster intellectual inquiry, exploration and discovery that transcend traditional boundaries in an atmosphere that celebrates creativity.

Team Spirit

We pledge to work together in a spirit of cooperation to enrich the cultural environment. We will employ a decision-making style that stresses participation and inclusion amongst administrators, academic and non-academic staff, and students.

POSITION SUMMARY

The President is the Chief Academic and Administrative Officer of the University with overall responsibility for the operation and management of the institution including its academic programmes, research, operations, faculty, staff, students and external relations. The President, who chairs the Academic Board, is also responsible for providing academic leadership for the University in advancing its academic policies to meet national and regional needs.

The President reports to the University Council and is expected, as the accountable officer, to provide guidance to the Council on all matters of the University. Reporting directly to the President are the Deputy President and senior managers who are at the Vice- President level and provide administrative and academic support in the day-to-day management of the University.

PRINCIPAL RESPONSIBILITIES/DUTIES

As the Chief Academic and Administrative Officer of the University, the President is expected to undertake responsibilities which include, and are not limited to, the following; and are subject to change within parameters defined by Council:

- Provide strategic leadership to the University by crafting a coherent vision and implementing operating principles that are consistent with its overall mission to develop and provide relevant and diverse programmes and activities.
- Lead the development and execution of a long-term strategic plan that guides the development and operations of the University. Oversee the preparation of the annual operational plan and budget as well as creation of the infrastructure and processes necessary for effective and efficient implementation of these plans to achieve the strategic goals and objectives.
- Initiate and cultivate partnerships and other relationships with the private and public sectors and other groups, eliciting support for the University and its contribution to higher education and nation building.
- Represent the University's interest at national, regional, and international levels in professional and other associations that influence policies in technology and tertiary education.
- Establish and maintain mutually enriching and rewarding relationships with the University alumni, immediate community and other stakeholders.

- Serve as a member, ex officio, of the Council and its sub-committees as directed and provide advice to the Council on administrative, operational and academic matters.
- Pursue strategies to secure the financial stability of the University and ensure the development of and adherence to policies and guidelines that foster financial prudence and propriety in managing the affairs of the University.
- Provide leadership and management of information technology, governance and compliance, human resource development, marketing and operations.
- Establish and maintain initiatives to enhance a culture of student centredness.
- Provide leadership in fundraising, exploring new funding models and using multiple sources to establish and maintain a consistent flow of funds for the long term sustainability of the University's programmes.
- As Chairman of the Academic Board, provide leadership in the review/ design of academic programmes of high quality that facilitate integration with evolving societal needs and enhance the reputation of the University as an institution of high academic standards.
- Facilitate development of appropriate infrastructure and an environment that engenders a culture of excellence in research, teaching and learning, and service.
- Initiate, develop and support collaborative and cooperative ventures with industry and other partners including local and international institutions to enhance the teaching/learning and research capabilities of the University.
- Articulate an Operation Plan for the Office of the President in keeping with the University's Operational Plan.

QUALIFICATION AND COMPETENCIES

To effectively execute the functions of this position, the President should ideally possess at a minimum, the following academic and professional qualifications, professional capabilities and personal qualities:

Education and Experience

- An earned doctoral degree from an accredited institution.
- At least ten (10) years professional managerial and leadership experience (business, industry or academia).

- Experience in academic leadership would be an asset.
- Evidence of academic research with published articles in professional and technical journals, newspapers and other publications.

In extraordinary circumstances where there is a need, the University reserves the right to make an interim arrangement not exceeding one year, and in so doing engage an individual with significant knowledge of the operations of higher educational institutions and whose experience, exposure and national standing would be adequate for employment in such circumstances. This arrangement would be subject to the approval of Council.

Competencies

- **Leadership**

- Sound human and financial resource management practices.
- Creative problem - solving and calculated risk- taking.
- Ability to guide and inspire the University community and other stakeholders to share the University's vision and build the brand.
- Exhibit self-confidence and the capacity to bring a balanced perspective in working with complex administrative arrangements and structures.
- An open, transparent and collaborative management style.

- **Entrepreneurial and Business Acumen**

- Demonstrable skills and capacity to lead fund raising initiatives in public, private and international arenas.
- Ability to build successful partnerships and establish useful alliances which will enhance the work of the University as an effective technological teaching and learning institution.
- Strong research capabilities and achievement.
- Recognition and understanding of the University's role as a contributor to national and regional economic, environmental, and social viability and that the University is a partner with the community in which it is located.
- Experience and personal characteristics that will facilitate effectiveness in outreach and external relations, and success in fundraising.

- **Strategic Vision**

- Demonstrate the ability to develop, articulate and implement a clear vision of the University and show commitment to building the University's brand and increasing its contribution to national, social and economic development.
 - Demonstrate a thorough understanding of the changing nature of higher education globally, be alert and sensitive to societal changes and their implications for the University, as well as proactively explore, identify and seize opportunities that may result from such changes for development of the University.
 - Vision must include academic aspects, relevant to Jamaica and the Caribbean, consistent with the University's mission.
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- **Integrity and Ethics**
 - Engender trust and respect not by the position or title but by inherent personal qualities of professionalism and integrity.
 - Exemplify the core values of the University.
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- **Interpersonal Skills**
 - Display diplomacy and courtesy, be empathetic and approachable, have a good sense of humour, and be an active and good listener and a consensus builder.
 - Exhibit the ability and willingness to effectively interact and participate in social activities with the University's constituents, creating a feeling of identity among them as well as fostering a culture of involvement as the People's University.¹

¹ Disclaimer: The information outlined herein provides a representation or is indicative of the level of the duties and responsibilities ascribed to the post and should not be taken as the full body of duties and responsibilities. Additional duties may be assigned by the Pro- Chancellor or Council from time to time.