

## JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Principal and Chief Executive
Grade	Executive
Faculty/Department	Executive
Reports to	Chair of the Board of Management
<b>Position summary</b>	
<p><b>Overall Objectives</b></p> <ol style="list-style-type: none"> <li>1.1 To lead and motivate the college through the next stage of its growth and development, achieving the aims set out in its Strategic Plan</li> <li>1.2 To ensure the college serves the needs of both industry and the community through clear strategic direction, supported by a well-understood and achievable set of objectives to which all colleagues and stakeholders are committed</li> <li>1.3 To provide strategic leadership in the delivery of the highest standards of learning and teaching to meet the needs and aspirations of students and partners, in line with the Scottish Government's education and lifelong-learning strategies</li> <li>1.4 To lead, develop and motivate the organisation to ensure our students are at the centre of everything we do, ensuring they attain the highest possible levels of achievement and best outcomes from their experience at our college</li> <li>1.5 To act as the CEO and accountable officer for the college, ensuring that the organisation delivers its remit through robust governance arrangements, including fit-for-purpose financial and risk management and contingency planning</li> </ol>	
<b>Line management responsibilities</b>	
<p>Depute Principal Chief Operating Officer</p>	
<b>Duties/responsibilities</b>	
<p><b>Strategic Leadership</b></p> <ol style="list-style-type: none"> <li>2.1 To be a champion of change, continuous improvement and empowerment, securing the motivation, loyalty and support of college employees through engaging and innovative internal initiatives and communication</li> </ol>	

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- 2.2 To lead, manage and encourage a culture of continuous quality improvement and innovation in all aspects of the college's performance, to ensure that the college is efficient and effective in achieving the most successful outcomes for students
- 2.3 To lead and inspire all college employees in the delivery of an innovative commercial development portfolio, to ensure a robust level of future funding for the college
- 2.4 To lead the development of effective relationships with key stakeholders, partners and the community including the Scottish Government, Scottish Funding Council, local authorities, key public sector agencies, the private sector, and not-for-profit organisations
- 2.5 To build strong strategic partnerships to enhance the reach and reputation of the college, ensuring its best interests are represented and safeguarded
- 2.6 To ensure the college meets the Scottish Funding Council's requirements for an annual Regional Outcome Agreement, aligned to strategic objectives and operational plans
- 2.7 To lead the Executive team to deliver the academic and operational development of the college, monitoring and reviewing their performance against key performance targets
- 2.8 To be a champion of the Edinburgh College brand, ensuring it is developed and protected throughout the fabric of the college and every element of the student, staff and stakeholder experience

### **Governance and Management**

- 3.1 To ensure sound governance in all aspects of the college, managed effectively and efficiently within the guidelines laid down by the Scottish Government and Scottish Funding Council, and ensuring full compliance with legal, statutory and regulatory requirements
- 3.2 To develop robust, effective and harmonious working relationships with the college Chair and the Board of Management, ensuring that Board members are updated on progress against the achievement of the college's Strategic Plan and on the significant issues and developments that are likely to impact on the college's governance, strategies, policies and developments
- 3.3 To be a champion of effective leadership and management that develops and maintains a culture aligned with college values
- 3.4 To enable the talent, skills and potential of all employees to be developed through appropriate policies and processes within a culture of challenge, engagement and support
- 3.5 To ensure that effective systems operate throughout the college to manage performance, risk, health and safety, safeguarding, financial resources, business continuity and compliance

### **Learning, Teaching and Student Experience**

- 4.1 To promote a culture of continuous quality improvement and enhancement in the delivery of a curriculum that is innovative, inspiring and entrepreneurial, and prepares students to succeed and progress, while supporting the Government's education and lifelong-learning strategies based on the business, economic and social needs of the region
- 4.2 To ensure the highest-quality student experience is delivered and the voice of the student is heard throughout the college through strong student engagement
- 4.3 To ensure the college has a culture that empowers students to be proactive participants in their learning and uses student feedback to support quality improvement
- 4.4 In line with Education Scotland standards, to ensure the learning, pastoral and social environment for all our students is not only of the highest possible standards but also aims to be sector leading

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### People and Operations

- 5.1 To motivate, engage, reward and inspire employees at all levels to deliver their highest levels of performance, and to provide an environment in which they will personally develop
- 5.2 To ensure that the college complies with its statutory and regulatory responsibilities, including health, safety and environment, safeguarding, corporate parenting and equality and diversity
- 5.3 To ensure that effective systems operate throughout the college to manage performance, risk, health and safety, financial resources, unplanned and unexpected events, and business continuity

### Partnerships and External Relationships

- 6.1 To work with the Scottish Government, Scottish Funding Council, sector leaders and other stakeholders to shape and influence local, regional and national policy development
- 6.2 To lead and contribute to activities outside the college including external committees and bodies at local, regional and national level to enhance the reach, brand position, reputation and influence of the college, ensuring that its interests are represented and safeguarded
- 6.3 To develop and maintain community relationships within the region, establishing the college as a community asset providing high-quality learning and skills, and embedding it within the wider community and region
- 6.4 To develop and maintain sector-leading relationships with employers and industry partners, enabling the college to deliver a wide-ranging and innovative service to businesses
- 6.5 To develop and maintain robust, candid and respectful working relationships with trade union partners, including local branches and full-time officials

**Note:** In addition to these duties, employees are required to carry out such other duties as may reasonably be required.

## Person Specification

### Knowledge/Qualifications

#### Essential:

- Educated to degree level or equivalent with evidence of continuous professional development
- In-depth working knowledge and a passion and commitment for education and learning
- In-depth knowledge of governance arrangements in relation to further education in Scotland, including policy developments and funding arrangements
- Knowledge and understanding of issues relating to safeguarding

#### Desirable:

- Postgraduate or masters ideally in either education and/or business management

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### Experience

#### Essential:

- Significant leadership experience, particularly within a large/complex organisation
- Demonstrable experience of successful transformational change, including cultural shifts in terms of organisational engagement
- Significant experience of business and financial management including budgeting, risk management, governance and compliance
- Leadership experience in terms of strategic planning processes, particularly in relation to transformational change and continuous service improvement
- Proven ability to lead complex tasks and projects through to a successful conclusion within set deadlines

### Abilities/Skills

#### Essential:

- Ability to translate a vision for further education into strategic planning
- Ability to communicate effectively and motivate a diverse range of people
- Ability to establish and maintain effective working relationships with internal and external stakeholders, including trade unions
- Strategic thinking with the ability to influence the thinking of others
- Ability to translate strategic objectives into measureable performance outcomes
- Financial acumen, including the ability to interpret a balance sheet and control finances to ensure financial stability
- Ability to lead and deploy people and other resources efficiently and effectively, to achieve objectives within an environment of change and competing priorities
- Ability to work effectively within a Board of Management setting
- Ability to embrace and recognise creativity and innovation to develop business opportunities

### Other role-related requirements

#### Essential:

- A strong commitment to student success
- A passion and determination to embed and promote equality and diversity throughout all aspects of college life, including employment and service delivery