



PERSON SPECIFICATION

Details of Person Specification

Job Title:	Head of Curriculum	Grade:	Promoted Lecturer (PL3)
Division/Section:	Curriculum Management		
Prepared by:	Joe Wright		
Designation:	Head of HR & OD		
Reviewed by:	Elaine Munro		
Designation:	Depute Principal		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. Qualifications

No.	Description	Method of Assessment
	Essential Relevant degree or equivalent professional qualification or a successful record of leadership/management in a relevant role. Must possess or be willing to achieve TQFE and have current GTCS Registration	Application Form/Interview
	Desirable Master's Degree in Education Member of the Higher Education Academy	Application Form/Interview

2. EXPERIENCE

No.	Description	Method of Assessment
	Essential Experience of Leadership/Management within FE/HE setting Experience of curriculum development and management	Application Form/Interview
	Desirable Associate assessor experience with Education Scotland Record of performance management relating to sector Key Performance Indicators	Application Form/Interview

3. Knowledge and Skills

No.	Description	Method of Assessment
	Essential Excellent interpersonal skills and communication skills High level of planning, organisational and problem-solving skills Must be proficient in the use of a range of information system, e.g. outlook	Interview
	Desirable Experience of working with award bodies Experience of working with a variety of external stakeholders	Int

4. Personal Qualities

No.	Description	Method of Assessment
	Essential Must be able to lead and develop a small team to achieve its potential, creating an ethos of high performance and continuous improvement Flexible, creative and innovative approach	Interview

	Ability to manage change, including resolving complex people scenarios, in line with College policy and guidance	
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Driving Licence	Application Form/Interview
	Desirable	