

Scottish Qualifications Authority Candidate Pack

Chief Executive Officer
Corporate Office
Dalkeith or Glasgow

This is a permanent contract.

Salary Band

£126, 000 - £143, 000



www.sqa.org.uk/careers



The Role

Job Purpose

The Chief Executive Officer (CEO) provides operational leadership to staff working for the SQA and Qualifications Scotland, when it is established, and ensures that its aims and objectives are met, its statutory functions are delivered, and its targets are met through effective and properly controlled executive action.

The CEO will be designated as the Accountable Officer for the SQA. The Accountable Officer is personally responsible for the propriety and regularity of the public finances of SQA and ensuring that its resources are used economically, efficiently and effectively, as required by section 15 of the Public Finance and Accountability (Scotland) Act 2000.

Under the Board of Management, the CEO will provide strategic direction and leadership to SQA/Qualifications Scotland and drive transformational change to ensure the organisation delivers on Ministerial priorities and its commitments as set out in its corporate plan.

By building trust and working in partnership with customers, learners and teachers, the CEO will drive forward the organisation's aim to deliver qualifications and assessments that keep pace with rapid changes in society and the economy and help support and deliver Scottish Government's wider education reform agenda.

Specific duties of this post

Leadership

1. Responsible for the leadership of a high performing Executive Management team, challenging, motivating and empowering them to attain ambitious outcomes and ensure collective and consistent delivery of the Corporate Plan.
2. Responsible for the line management of the Chief Examiner, overseeing their performance as the officer responsible for exercising SQA/Qualifications Scotland's statutory functions to devise, award and quality assure qualifications.
3. Responsible for the line management of the Chief Regulator, overseeing their performance as the officer responsible for exercising SQA/Qualifications Scotland's statutory function to accredit qualifications in Scotland.
4. Lead and manage the staff of the SQA/Qualifications Scotland, ensuring their wellbeing, learning and development are prioritised, and ensuring that staff management responsibilities are addressed.
5. Lead an inclusive culture required to achieve SQA/Qualifications Scotland's outcomes and deliverables, ensuring alignment to the values of the organisation.
6. A role model for engagement with stakeholders, particularly learners and teachers, through consultation, engagement and co-creation.

Governance and Accountability

7. Advise the Board on the discharge of its responsibilities as set out in: the [Framework Document](#); SQA's [founding legislation](#); the [Education \(Scotland\) Bill](#) as passed; and, in any other relevant instructions and guidance issued by or on behalf of the Scottish Ministers.
8. Implement or oversee implementation of the decisions of the Board.
9. Work with the Board on preparation of the [Corporate Plan](#), including liaising with the Sponsor Team on key points which need to be addressed and the timetable for preparation and review, and work with the Board to ensure that business plans are put in place to meet the Corporate Plan aims, objectives and performance measures.
10. Agree with the Board and Scottish Government the information required to enable the Board and Scottish Government to scrutinise the performance of the SQA/Qualifications Scotland and progress against overall strategic and business plan aims and objectives and ensure that the agreed information is provided and that it is both accurate and timely.
11. Manage the relationship with the Senior Sponsor and/or Sponsor Team, with other Scottish Government officials, and other stakeholders, including staff of other public bodies.

Finance

12. Manage the budget for the SQA/Qualifications Scotland in line with Scottish Government finance guidance, policies and procedures, including the [Scottish Public Finance Manual](#) and advise the Board on financial implications of all Board decisions, ensuring that appropriate financial appraisal and evaluation techniques are followed.
13. Strengthen commercial growth through delivery of the long-term business plan and work with Scottish Government to ensure an understanding of the requirements for the development of a sustainable financial model for the organisation.

Reform

14. Continue to deliver and monitor the benefits from an approach of continuous improvement and the implementation of new ways of working.
15. Ensure that the SQA/Qualifications Scotland works collaboratively and constructively with the Scottish Government and partners to take forward Scottish Ministers' Programmes of Education and Post School Reform.
16. Support delivery of the Education and Post School Reform Programmes through involvement in the Programmes' Chief Executive Forum and by contributing to the development and implementation of a Transition Delivery and Implementation Plan across all SQA/Qualifications Scotland business areas.

Qualifications, knowledge, skills and experience

Prior involvement in an education or learning environment is desirable but not essential

Qualifications

1. Educated to degree level or equivalent relevant experience.

Knowledge

2. An understanding of the responsibilities set out for SQA/Qualifications Scotland in legislation and the importance of providing independent advice to Ministers.
3. Aware of the statutory environment and responsibilities under which SQA/Qualifications Scotland is required to operate
4. An understanding of the role of qualifications and the essential requirement to maintain credibility and standards over time.
5. An understanding of the importance of regulation and the approach to delivery.
6. An understanding of how the digital future will affect SQA/Qualifications Scotland's activities.
7. An understanding of the importance of developing empowered, committed, and multi-skilled staff in a positive and inclusive workplace culture.
8. An understanding of the importance of equality of opportunity, diversity and inclusivity in both employment and service delivery.

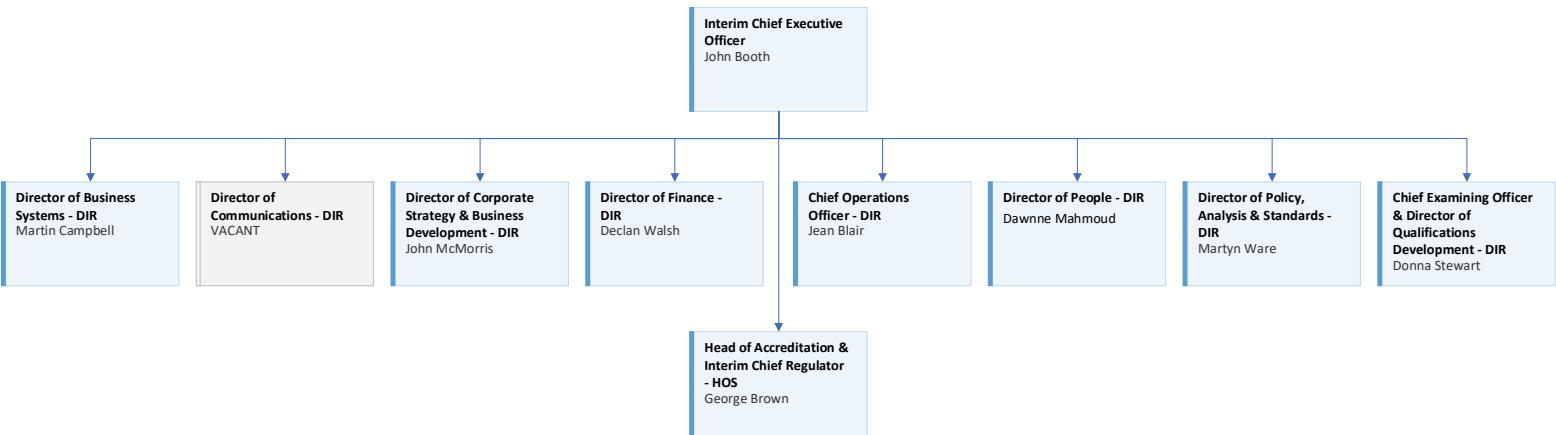
Skills

9. An effective, credible and authoritative communicator at the highest level with the ability to liaise with and influence senior external stakeholders.
10. Exceptional leadership, management and people skills and the ability to motivate others
11. Demonstrates value led leadership behaviours.
12. Demonstrates personal resilience and integrity.
13. A high-level strategic thinker with intellectual rigour.
14. Ability to articulate the bigger picture in a way that is meaningful and engaging for all.
15. Strong commitment to and evidence of engagement and partnership working skills.
16. Ability to analyse evidence and use it to make challenging decisions

Experience

17. A proven track record of operating successfully at a senior level, ideally within a complex organisation with comparable scope, resources and responsibilities.
18. Demonstrable track record of leading and delivering significant organisational change and improvement programmes across an organisation.
19. Experience of running an organisation which operates processes to deliver outcomes to absolute deadlines.
20. Strong track record of analysing evidence and drawing on personal expertise and resilience, to provide advice that drives improvement, through challenge where necessary.
21. A strong track record of relationship building and influencing skills, working across boundaries and organisations to deliver
22. Experience of communicating complex issues effectively to wide groups of stakeholders
23. Experience of financial management and/or the management of IT resources and/or large-scale complex operations.
24. Experience of working with and over-coming business challenges and financial constraints

Executive Management Team



Scottish Qualifications Authority

The Scottish Qualifications Authority (SQA) is the national accreditation and awarding body in Scotland. This means we develop, design, quality assure, certificate and regulate the delivery of qualifications in Scotland and around the world.

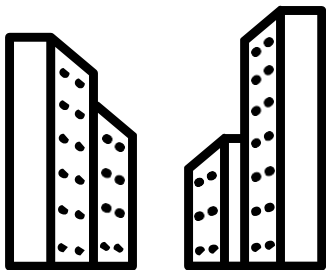
Where we are

We operate over two sites in Scotland — Dalkeith and Glasgow. We also have colleagues based across the UK and internationally.

Our values

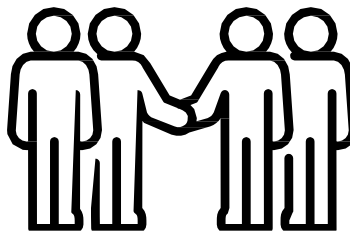
Our people are committed to supporting learners and education providers, while supporting the Scottish education system. We have a variety of roles in the business that support this activity. We look for talented individuals who share our values:

Trusted



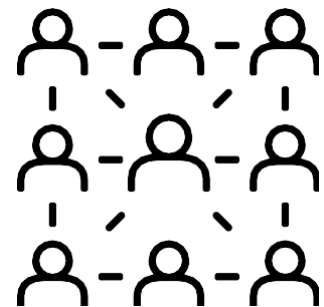
Two sites

Progressive



Over 1000 Colleagues

Enabling



15,000 Appointees
(invigilators and markers)

Our Future

We are currently working through an exciting period of change. The Scottish Government is reforming Scotland's education system and the way qualifications are being provided.

[Read more about the changes here.](#)

Our benefits — going the extra mile for you

[Click here to find out more about SQA's benefits for employees](#)



Annual leave

Each year you will receive:

- 27 days of annual leave increasing to 28 days after five years' service
- 14 days of public holidays



Pension and financial benefits

You'll receive the following pension and financial benefits:

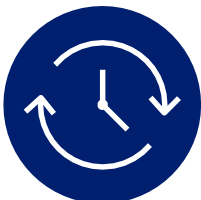
- A Life Assurance scheme that provides a tax-free lump sum equal to 1x your annual salary, paid to a nominated beneficiary if you die in service.
- A career-average pension scheme to which SQA contributes. Each year 1/49th of your pensionable pay is put into your pension account. At the end of each year this is adjusted in line with changes in the cost of living.
- As a member of Strathclyde Pension Fund an additional Life Assurance scheme that provides a tax-free lump sum equal to 3x your annual salary, paid to a nominated beneficiary if you die in service. For more information, see Strathclyde Pension Fund Office (SPFO).
- Interest-free loans to help with seasonal rail and bus tickets.



Staff Wellbeing and Health Programme

The work-life balance and health and wellbeing of our employees is important to us and we provide a range of staff assistance and wellbeing programmes:

- An employee assistance programme
- Occupational health assistance
- Eye-care support
- Save on medical services with Simply Health
- Flexible working arrangements including special and additional leave to support employees and their families



Flexible Working

Flexible working is a voluntary arrangement that is agreed between an individual and their manager.

Examples of flexible working arrangements include annualised hours, compressed hours, formal change of start time and end time for working days, job-sharing, part-time working, term-time working, voluntary reduced working time and working from home.



Hybrid Working

Hybrid working gives the majority of employees more choice and control by allowing them to blend their time between working at home and in the office, whilst ensuring business needs are met.



Culture — a great place to work

At SQA, inclusion and diversity are central to our success. We celebrate multiple approaches and points of view. So, we're building a culture where difference is valued, reflecting 21st century Scotland in the diversity of our talent, skills and ways of thinking.

SQA — an inclusive employer

We are an equal opportunities employer and encourage applications from all members of the community. We pride ourselves in the following:

- Being a Disability Confident employer. We offer a guaranteed interview to any applicant who considers themselves to be disabled and who meets the competency requirements for the role.
- As a member of **Stonewall Scotland** Diversity Champion, we promote a workplace where all employees in SQA, including LGBT+ colleagues, can be themselves.
- Our Rainbow Network help to ensure that SQA is a workplace that embraces LGBT+, diversity and inclusion. The Rainbow Network offers a safe and welcoming space where both LGBT+ colleagues and allies can come together, to share their experiences, discuss issues affecting our community, access information and support, as well as organising a wide range of social events.
- Our Disability Network helps to provide a positive and supportive environment for all. It is open to all colleagues whether they have a disability, health condition, caring responsibility, or are simply interested in promoting and enhancing disability equality within SQA.
- SQA has a **Gaelic Language Plan** and is committed to its purpose. Tha Plana Gàidhlig aig SQA agus tha sinn a' creidsinn gu dàrachdach agus na h-amasan a tha air cur a-mach sa Phlana Nàisteanta don Ghàidhlig.



Social responsibility

We take our social responsibility seriously. Some of our highlights are:

- Supporting local communities by encouraging our staff to volunteer through our Hands-Up scheme. Colleagues can use up to 21 hours of their working hours per year to undertake volunteering.
- We encourage staff to join in on fundraising activities in support of our nominated charities. Activities include quiz nights, bake sales, sponsored walks and many more.
- We run an SVQ programme where you may undertake a qualification that is relevant to your role.
- After a qualifying period of 12 months, we will consider applications to support your development by providing support and financial assistance toward fees for formal qualifications that are relevant to your role.
- We work closely with and recognise two trade unions - Unite and Unison. All staff are welcome to join a union and can discuss their options by contacting their union representative.

