

## **POST DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	Dean Hospitality & Leisure
<b>SALARY:</b>	£78,859 - £87,600 per annum
<b>HOURS OF WORK:</b>	35 hours per week
<b>LOCATION:</b>	City or Riverside Campus, as required
<b>REPORTING TO:</b>	Vice Principal (Student Experience)
<b>RESPONSIBLE FOR:</b>	Associate Dean(s)/Director(s) Faculty Business Manager

### **KEY CHALLENGES**

- 1.** To assist the Vice Principal (Student Experience) in the successful realisation of the Board's Purpose to "Let Learning Flourish" and Our Way via Inspiration, Excellence and Innovation.
- 2.** Develop strategies that raise attainment, close achievement gaps, and support all learners to achieve positive outcomes in line with College and national targets.
- 3.** Drive continuous improvement and innovation in curriculum design and delivery to ensure relevance, quality, and responsiveness to learner and industry needs.
- 4.** To provide academic and operational leadership to the Faculty, assisting the Vice Principal (Student Experience) in the implementation of the Student Experience strategy and associated policies and procedures.
- 5.** To lead and facilitate the delivery of the Student Academic Experience Strategy within the Faculty.
- 6.** To drive and deliver sector-leading performance level, and where possible to a world class standard.
- 7.** To ensure the Faculty portfolio is sufficiently agile in responding to national and regional economic needs, including the development of part time and lifetime learning opportunities, including micro-credentials
- 8.** To provide direction and vision for a life-shaping and personalised student experience.
- 9.** To be responsible for the continuous improvement of the student experience; student progression and retention; quality enhancement; and the assurance and maintenance of academic standards of the programmes within the Faculty.

**POST DESCRIPTION AND PERSON SPECIFICATION**

10. To develop Centres of Excellence that align with the strategic aims of the College and relevant industry sectors.
11. To develop a range of successful industry partnerships nationally & internationally within the Faculty in order to drive and deliver a dynamic, creative and innovative work-based curriculum.
12. To lead the generation of income diversification for the Faculty in line with agreed levels of activity.
13. To lead operational planning and accomplishment of Outcome Agreement measures within the Faculty.
14. To identify opportunities for cross-Faculty working and collaborations with academic and commercial partners, and to develop and deliver such opportunities.

**KEY RESPONSIBILITIES**

1. To be an active member of the College's Senior Management Team, contributing to the strategic leadership, management and development of College provision through Inspiration, Excellence and Innovation.
2. To work with the Executive Leadership Team and Senior Management Team in achieving the College's Strategic Plan (2021-2030).
3. To assist the Executive Leadership Team in meeting the aims outlined in the Outcome Agreement.
4. To foster a culture of continuous improvement, developing more integrated, holistic and flexible ways of working, working across boundaries and leading College-wide initiatives to deliver the collective shared vision.
5. To develop a high-performing Faculty team providing inspirational and exemplary leadership and strategic direction, modelling the College values.
6. To ensure all Faculty annual performance and development reviews are completed, and to maintain regular dialogue with all direct reports.
7. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of direct reports in particular and staff in general.
8. To exercise high standards of skill and care in managing Faculty finances in the pursuit of strategic aims and ambitions.
9. To allocate resources within the Faculty so as to foster an environment and culture that delivers excellence in all activities, motivating and developing staff.

**POST DESCRIPTION AND PERSON SPECIFICATION**

10. To lead all aspects of Faculty Performance Improvement including supporting TQEF quality arrangements.
11. To understand strategic risks and maintain an up-to-date risk register for assigned risks in the Faculty.
12. To participate in external collaborative groups within the Faculty area and provide progress reports to committees as required.
13. To provide strategic leadership for a designated cross-College area of responsibility e.g. STEM, Academic Guidance, Skills for Learning, Life and Work, Schools and HE Partnerships, etc.
14. To deputise for the Vice Principal (Student Experience) for delegated matters as required.
15. To be accountable to the Vice Principal (Student Experience) for the development and delivery of particular leadership responsibilities as directed by the Vice Principal (Student Experience), including but not limited to:
  - Strategic Leadership for cross college responsibilities
  - Development of Industry Partnerships
  
  - Develop a personalised student experience
  
  - Student Academic Experience Strategy
  - Drive and deliver international and commercial development opportunities and increase income against set targets
  - Drive and deliver the Outcome Agreement
  - Further develop HE provision
  - Further develop part time and lifetime learning provision
  - Ensure maximisation of positive student outcomes and destinations
  - Lead and develop regional curriculum hub activity
  - Deliver world-class centres of excellence

**KEY ROLES**

1. To ensure that the planning and delivery of the Student Experience is of the highest standard, including, in particular:
  - Establishing and maintaining high levels of professional conduct and being a role model for all staff, exemplifying and championing the College Purpose and Way
  - Leading and being accountable for improvements in the quality of the student experience delivered in the area of responsibility
  - Ensuring that the targets for the improvement in quality of learning

**POST DESCRIPTION AND PERSON SPECIFICATION**

and teaching and attainment for the area of responsibility are achieved

- Ensuring international and commercial targets are achieved
  - Leading and being accountable for sustained improvements in students' achievements within the area of responsibility as per the Outcome Agreement and College KPIs
  - Leading the effective management and deployment of Faculty resources using resource management tools; staffing, materials, accommodation etc.
  - Ensuring that admissions policy and processes are managed rigorously and fairly and within agreed levels of activity
  - Managing student complaints, the disciplinary process and the Student Code of Conduct across all areas of the College
  - Undertake the roles of Investigation Officer or Chair for staff discipline and grievance investigations.
- 2.** To lead and develop an outstanding curriculum offering in the Faculty, including:
- Leading annual portfolio review
  - Leading performance reviews and external quality enhancement reporting
  - Leading curriculum development to respond to stakeholder needs and market demand
- 3.** To liaise with the Director of Excellence in ensuring quality assurance and improvement targets are met and preparations are made for internal and external monitoring and review activity; and ensuring that action plans are drawn up and enacted as appropriate.
- 4.** To ensure any findings from student complaints or quality concerns are actioned and delivered in a timely manner to ensure productive and effective improvement to the learning and teaching environment.
- 5.** To be accountable for timeous provision of data input with respect to student results and outcomes within the Faculty.
- 6.** To lead appropriate aspects of the College strategic and annual business planning and budgeting processes.
- 7.** To maintain effective relationships with local and national agencies; develop appropriate external relations with other senior professionals and industry; and represent the College in external discussions regarding curriculum matters where appropriate.
- 8.** To be responsible for staff temporary hours, ensuring full utilisation of permanent staff.
- 9.** To co-ordinate and monitor staff CPD within the Faculty, including training to

**POST DESCRIPTION AND PERSON SPECIFICATION**

support corporate duties e.g. Health and Safety, Safeguarding, Prevent and Corporate Parenting.

- 10.** To produce and present SMT papers and reports as required.
- 11.** To be responsible for the authorisation and recruitment of temporary and permanent staff within budget.
- 12.** To lead the regular review of staff requirements, e.g. making temporary staff permanent and the issue of temporary contracts.
- 13.** To ensure direct reports receive regular feedback on their performance.

## **POST DESCRIPTION AND PERSON SPECIFICATION**

### **General**

1. To develop, implement and promote College policies.
2. To lead on ensuring that Faculty staff are compliant with their corporate duties in relation to Health and Safety, Safeguarding, Prevent etc.
3. To ensure that all staff are trained in safeguarding and child protection and are aware of their own responsibilities.
4. To implement Health and Safety and security measures in accordance with statutory and College requirements.
5. To be a role model and operate at all times supporting College values and corporate management.
6. To champion Diversity and Equality, and the College's mission, vision, values and behaviours.
7. To champion Student Academic Experience Strategy.
8. To undertake cross College operational management duties to support business continuity needs e.g. Fire Marshall, Duty Manager.
9. Actively to develop yourself through staff development and training activities and by reviewing own performance and the performance of direct reports.
10. To deliver a customer-focussed approach towards all stakeholders.
11. To develop effective working relationships internally and with external partners.
12. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

### **Every Job Description will be subject to review;**

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

## POST DESCRIPTION AND PERSON SPECIFICATION

### PERSON SPECIFICATION

JOB TITLE		FACULTY/ SECTION	
Dean		Senior Management Team	
FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
<b>Qualifications and Training</b>	A relevant degree or equivalent and/or an appropriate professional qualification.	A relevant management/leadership qualification at SCQF Level 11 or above (or equivalent).	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
		A full teaching qualification.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Evidence of continuous professional development.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Occupational Experience</b>	Relevant recent experience of strategic leadership in curriculum delivery including the effective development, deployment and leadership of staff, or significant relevant industrial experience.	Leadership experience at senior level in the tertiary sector.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Direct relevant experience of strategic and curriculum planning processes, or significant relevant industrial experience.	Knowledge of the tertiary sector, in particular policy developments and funding arrangements in relation to issues which will impact upon individuals within the Scottish Collegeenvironment.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

**POST DESCRIPTION AND PERSON SPECIFICATION**

		A good understanding of funding regulations relevant to the College's curriculum delivery.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Recent and significant track record of achieving customer excellence through customer-focussed strategic agenda.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Recent and significant track record of generating new, and increasing current, revenue streams through strategic planning.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	An ability to build effective and financially beneficial working relationships with industry to drive and deliver dynamic, creative and innovative learning.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Recent and significant record of improving the quality of service and delivery of staff through performance management and performance improvement within own curriculum area.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

**POST DESCRIPTION AND PERSON SPECIFICATION**

<b>Personal qualities and Job competencies</b>	An ability to develop positive working relationships with individuals and customers at all levels (internal and external) to promote the college; highly developed communication, liaison and networking skills.	An understanding of issues relating to safeguarding young people and vulnerable adults.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	The ability to manage budgets, meet financial targets and maximise return on investment; the ability to organise and maintain excellent electronic records and to provide high level management reports.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	The ability to lead others through dynamic, creative and inspirational leadership which gains respect and creates an environment where others feel motivated and can achieve their full potential; and to work effectively within a team.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	The ability to delegate effectively and manage complex performance challenges of others in accordance with good management practice.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

**POST DESCRIPTION AND PERSON SPECIFICATION**

	The ability to exemplify the College's Purpose and Way, Values & Behaviours, and inspire others to succeed.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	The ability to analyse and solve complex problems with a successful track record of leading and delivering change; a strong sense of purpose and the proven experience of exceeding agreed goals and KPIs.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	The ability to respond creatively to the specific needs of a diverse community.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

<b>MANAGER SIGNATURE</b>	
<b>DATE COMPILED</b>	
<b>EXECUTIVE AUTHORISATION</b>	