

JOB DESCRIPTION AND PERSON SPECIFICATION

For the future you want

Post title	Director
This job description applies to Heads of the following Functions:	Finance & Estates Infrastructure IT HR & OD Curriculum Planning & Performance Commercial Development Student Experience Corporate Development
Department / Section	Senior Management Team (SMT)
Responsible To	Member of Executive Team
Salary	£71,543 per annum

Overall Purpose of Job

Provide leadership in all aspects of the management and financial sustainability of corporate/support function.

Ensure that services delivered by function meet the requirements of customers and other stakeholders.

As a member of the College's Senior Management Team (SMT), contribute to the development and implementation of robust planning, monitoring and review frameworks to underpin confidence in the leadership and management of the College.

As a member of SMT, support effective, transparent and robust management by contributing to and supporting the Executive Team (ET), through the development of informative papers and reports which enhance clarity, understanding and scrutiny, as required.

Main Duties and Responsibilities

Department Functions

- Develop and maintain a balanced provision of services which is relevant, up to date, responsive, innovative, flexible and inclusive and reflects the needs of the curriculum and any relevant targets e.g. agreed within the Regional Outcome Agreement and Equality Outcomes.
- Ensure effective and efficient service delivery.
- Ensure that quality arrangements are implemented, monitored and enhanced to improve the customer experience.
- Ensure targets are set, monitored and achieved e.g. in respect of Regional Outcome Agreement Targets, Equality Outcome targets, Finance, customer satisfaction.

- Continuous improvement of the customer experience.
- Where applicable, promote and develop commercial opportunities and seek alternative sources of income.

Member of College SMT

- Be a member of SMT.
- Attend cross College meetings, including regular SMT meetings, as appropriate.
- Develop / contribute to college strategies, projects and plans consistent with the College vision.
- Develop and implement college policies and procedures in relation to the area that you lead.
- Ensure that quality standards relating to all aspects of the area of responsibility are developed, maintained, monitored and enhanced using self-evaluation and other required processes.
- Provide regular and accurate management information and reports to SMT, ET and the Board (where applicable).
- Promote and exemplify College values.

People Management & Human Resources

- Create, maintain and develop a strong, motivated and high performing department.
- Provide leadership, direction and management.
- Resource the department appropriately and maintain resource levels and structures. Ensure effective recruitment and induction of all new staff within the department.
- Ensure a high-performance culture, through the setting of team targets and individual personal development reviews.
- Promote and encourage a culture of learning and continuous professional development.
- Seek to resolve staffing issues at the earliest possible opportunity.
- Conduct formal HR investigations and hearings (e.g. Grievance, Disciplinary, Absence, Performance) as required.

Strategic and Operational Direction and Delivery

- Ensure the effective delivery of functional/departmental service.
- Develop and implement departmental strategy in liaison with line manager.
- Develop and deliver departmental operational plans.
- Develop, agree and achieve key departmental targets.

Managing Finance

- Plan and scrutinise the use of resources in an effective and efficient manner to demonstrate best value.
- Ensure effective deployment of departmental resources to underpin the achievement of college strategies and targets.
- Set, monitor and ensure adherence to the departmental budget.
- Delegate budgets as appropriate.
- Ensure that all departmental purchases conform to College procurement practices.

Communications

- Communicate in an open, concise and transparent manner key management information/changes to staff within the function/department.
- Communicate and engage with SMT colleagues and staff across the College regarding key

issues and changes.

- Promote an open and consultative culture, and seek feedback from staff on college strategies, operation and policies where appropriate.

Change Management

- Embed a culture of continuous improvement.
- Identify and implement changes/improvements to College strategy, operations and policies.
- Promote, facilitate and implement organisational and departmental change, where appropriate.

Health, Safety and Wellbeing

- Promote the healthy working lives of employees within the function.
- Maintain and monitor a safe working environment.

Other

- Deputise for line manager if/when required.
- Promote, embed and ensure the principles of Diversity and Equality within College functions and policies.
- Be responsible for your own Continuous Professional Development (CPD).
- And all other suitable tasks commensurate with the level of the job role.

Line Management Responsibilities (where applicable)

Line management of Middle Managers and any other direct reports.

QUALIFICATIONS	Essential or Desirable
Degree level in appropriate discipline	E
Postgraduate qualification in appropriate discipline	D
Relevant Professional Qualification(s) related to portfolio of role	E
Evidence of relevant CPD (including management/leadership development activities)	E
KNOWLEDGE	Essential or Desirable
High level knowledge of key strategic & operational issues relevant to portfolio	E
Good understanding of key issues, challenges & developments (e.g. political, financial/economic) that may impact on the portfolio	E
Knowledge of the college's role in the community, including an understanding of our diverse student population	D
EXPERIENCE	Essential or Desirable
Proven recent track record in a senior management role relevant to portfolio	E
Experience of leading minor/major projects and business transformation	E
Proven track record of establishing departmental objectives and achieving targets through managerial direct reports	E
Experience of developing systems and processes which have resulted in raising quality and improving standards in areas relevant to portfolio	E
Experience of working with stakeholders, in a partnership working relationship where mutual benefit is realised	E

SKILLS AND ABILITIES	Essential or Desirable
Strong management and leadership skills; able to secure trust & respect of colleagues, staff, students & stakeholders and provide leadership to Middle Manager direct reports	E
Competence in operational and strategic planning	E
Highly developed competence in managing the delivery of most, if not all, of the services that form the portfolio	E
Ability to manage changing priorities, multiple challenges and demanding workload	E
Ability to develop (where applicable) and clearly communicate strategy, vision, values & ideas and inspire commitment & alignment to these	E
Assured & confident communicator, with strong negotiation, presentation and influencing skills	E
Innovative with the ability to lead and inspire staff to achieve the highest levels of quality and performance, empowering and developing them through appropriate objective setting, support and delegation	E
Ability to interpret complex documentation and information and assess implications for the college and the Executive Team	E
OTHERS	Essential or Desirable
Strong commitment to improving the student experience and working with the SMT	E
Resilient and diplomatic	E
Consultative, engaging, inclusive & supportive	E
Leads by example with integrity	E
Trustworthy	E

This job description is subject to change as the post evolves.

Please note that appointment to any post at Edinburgh College is subject to satisfactory completion of all recruitment checks. A start date cannot be confirmed until the College is in receipt of a satisfactory Protection of Vulnerable Groups (PVG) check.