

Stirling Council

Recruitment Pack

Head of Education and
Chief Education Officer



www.stirling.gov.uk





Welcome

Stirling Council is changing, just as Stirling is changing. We are transforming what we do and how we work, so that we can meet the challenges and maximise the opportunities that lie ahead. Our vision of a Thriving Stirling is linked to our **Strategic Goals**, where everyone can be:

Prosperous and be involved with an economy that promotes inclusive growth opportunities across our communities;

Healthy and live full and positive lives within supportive communities;

Achieving and where people are skilled and supported to make a positive contribution to communities;

Resilient and be part of safe and caring communities, within an attractive, safe and sustainable environment.

To do this, we have an ambitious programme of innovation and change, to deliver high quality services and develop the best environment for those who wish to live, work, study or visit Stirling.

At the very heart of this are our staff – our best ambassadors and our greatest asset. Together, we are building an organisation with the culture, technology and skills to match our ambition, and with the rapidly evolving public sector landscape.

We are committed to developing our Council and our communities in a way that is solution focused and puts **people** at the heart of everything we do. Our **Shared Behaviours** and **Our Principles** set out our collaborative approach to service design and decision making, whilst our **Think How?** approach encourages all of us to challenge the status quo and champion innovation and collaboration.





Our Shared Behaviours

Commitment:

proud to do a great job for Stirling and our communities

Collaborative:

we work across boundaries to get the job done

Customer focused:

we're passionate about doing our very best for our customers

Leading:

we lead at every level of the Council, focusing on solutions, not problems.

Our Principles

Co-Design:

working alongside our colleagues and citizens to design solutions

Participation:

solutions which empower our colleagues and citizens

Research based:

using evidence to inform our decisions and solutions

Test & Learn:

continually testing and improving

It is our people, working closely with our communities who will drive this change, and we are looking for resilient, determined and driven applicants to join our team.

If this is you, read on to find out more about us and more about the Stirling area.





About Us

We recognise that our employees are at the centre of everything that we do. As such, we aim to create a **supportive working environment** which fosters a healthy work-life balance and aims to help employees reach their full potential.

In addition to your salary, you will have access to a **range of benefits** as a Stirling Council staff member, including:

- A fantastic local government pension scheme
- Generous annual leave entitlement from **29 days** up to **34 days** per year depending on role and length of service (plus **7 public** holidays)
- Access to a car lease scheme
- Wellgreen Parking Scheme
- Local discounts
- Season Ticket Loans on travel
- Cycle scheme
- Stirling Credit Union





About Stirling

Stirling is a vibrant and cosmopolitan city set within a world-class historic built environment and is a hub of contemporary culture.

The area is popular with tourists, attracting millions of visitors every year thanks to the region's rich history and stunning countryside, including Scotland's first National Park. Add to this theatres, cinemas, galleries, great restaurants, sporting facilities and easily accessible shopping, and it's easy to see why life in Stirling is hard to beat. Equidistant to both Glasgow and Edinburgh, Stirling is ideally situated for business, as well as to live, work, study and visit. Stirling's population is approximately **94,210** and is projected to rise significantly in the coming years. The Stirling Council area benefits from a vast mix of urban and rural communities, covering **2,187** square kilometres in total and includes areas as far south as Strathblane and as far North as Killin.

We're proud to say that **our local economy is one of the fastest growing in Scotland**, and the city is internationally recognised as a major centre of learning.

Major employers include public administration, finance, accommodation and food service. By turnover, key sectors include wholesale, retail and repairs, construction and manufacturing, primary industries, and administration support services.

In Numbers

23 Members across **7** wards

9 CON

1 ALBA

7 SNP

1 GREEN

4 LAB

1 IND



Stirling Council Administration is an SNP-Labour partnership with SNP's Scott Farmer as Council Leader in partnership with depute Leader Chris Kane of Labour



94,210
POPULATION



4,473
OUR WORKFORCE
(3,770 FTE)



Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Head of Education and Chief Education Officer

Location: Old Viewforth, Stirling Council, Stirling, FK8 2ET

Reports to post: Chief Executive

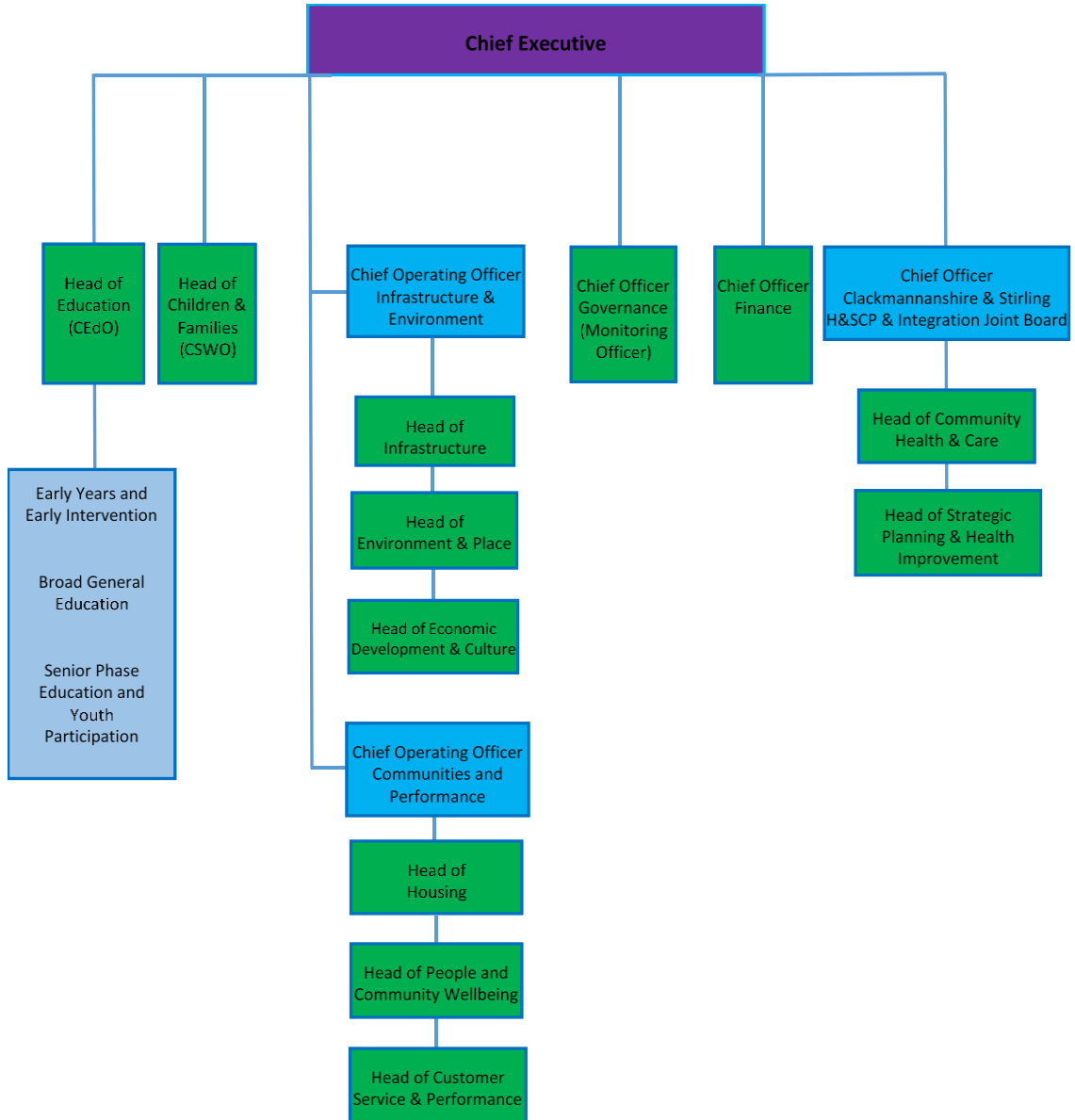
Service: Education Services

Date: 13 January 2022

Grade: G18 (Annual salary £86,311 - £88,965)

Section B

Organisational Relationship



Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

A strategic and influential role to work as a core member of Stirling Council's management team alongside the Chief Executive, Chief Operating Officers, Chief Officers, and Heads of Service across the organisation, to deliver Council priorities and outcomes.

As a member of the Strategic Leadership Group, provide professional support and guidance to the Chief Executive and Elected Members in developing the strategic direction, policies and vision to support the achievement of the Council's strategic plans and priorities.

To lead the development and implementation of creative and innovative strategies, policies and leading edge practice, to enable continuous improvement and the delivery of high standards of service delivery, quality and performance across all areas of responsibility.

Developing and implementing with key stakeholders, a whole system, integrated education service that aspires to provide the very best for Stirling's children and young people.

The post-holder will provide professional overview and a clear line of sight for all education services across the Council and our partnerships ensuring good governance and the integrity of services.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

In the context of the Stirling Plan and the Community Planning Partnership, lead, strategically plan and develop education services for children and young people.

Promote an organisational culture that is outcome focussed, ambitious and positively engages with children and young people, creating opportunities and giving them a voice, and role, in shaping service delivery and programmes of activity as appropriate.

Develop and support a culture of innovation to ensure individual services are flexible, adaptable, multi-agency and child-focused, and learn and share knowledge about what works, challenge existing practice, and develop new models of service delivery which lead to continuous improvement.

Ensure any services commissioned or delivered by the Council address the needs of all children and young people in the area, including the most disadvantaged and vulnerable.

Ensure that the implications and requirements of legislation affecting children's services are identified, interpreted, disseminated and met.

Work to continuously improve educational outcomes and destinations for all, including those individuals and communities who are most in need.

At a strategic level, champion the promotion of diversity and equalities in the development and delivery of services, and in all aspects of people management.

In partnership with senior colleagues and partners, source, interrogate and evaluate data, and financial, management and performance information held by the Council and other partners, to intelligently inform the planning, commissioning and delivery of services. This includes locality and equality impact planning.

Drive transformational change both internally and externally to the Council, promoting a culture of continuous improvement that empowers and respects employees, and ensures performance is reviewed using models of self-evaluation, customer, and employee engagement and

benchmarking.

Ensure services operate within statutory, legislative and organisational codes of practice and guidance.

Ensure the effective use of resources devolved to employees and effectively manage budgets, ensuring compliance with Council Standing Orders.

Empower Managers and all employees to celebrate success, continue to learn, and manage performance appropriately.

Promote collaborative working and the development of an organisational culture that supports responsibility to the citizens the Council serves. This will include working beyond and across specific service reporting lines.

Engage with service users, communities and partners with an open and outward facing approach, to ensure educational opportunities and facilities contribute fully to the development of thriving and connected communities.

Participate in strategic and corporate initiatives as assigned by the Chief Executive and Chief Operating Officers.

Carry out all duties with due regard to the provisions of Health and Safety regulations and legislation, Data protection legislation, Diversity, Customer Service and any local agreements.

Visibly role model shared behaviours at all times, promoting a collegiate culture and a positive attitude and approach that support integrated working across the Council.

Undertake such other duties as may from time to time are necessary, compatible with the nature of the post.

As Chief Education Officer (CEdO) you will be expected to:

- Promote values and standards of professional practice (consistent with the General Teaching Council for Scotland professional standards).
- Ensure that the education authority discharges its functions as prescribed in the Education (Scotland) Act 1980, its successor Acts, and 2000 Standards in Scotland's Schools Act.
- Take final decisions on behalf of the Council in relation to a range of educational

matters.

- Ensure that the education authority has effective partnership working with all other local and national agencies involved in Children's Services, that there is close working relationship with the Chief Social Work Officer, and that the interests of children are paramount including their safety and well-being.
- Advise the education authority on matters relating to its statutory responsibilities.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

The post is constrained by the Council's Corporate Governance Framework and including Scheme of Delegation, Financial Regulations and Contract Standing Orders.

Council Resources

The overall Council's resources are as follows:-

- Net Revenue expenditure budget £200m approximately
- Capital Programme (general service and housing combined) £35m
- Employees almost 3,500 FTE (Headcount over 4,000)

The post-holder will be responsible for managing part of those resources.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

The post-holder will require developed interpersonal skills and the ability to engage with and act as the Council's representative when dealing with a wide range of public, private and third sector organisations. Confidentiality and diplomacy are essential.

This will typically be with:-

Internal: Elected Members, Chief Executive, Chief Operating Officers, Chief Officers, Heads of Service, Head Teachers, Managers, Employees, Trades Unions.

External: Other Scottish Councils, Scottish Parliament, MPs/MSPs, parents, planning partners such as Police, Fire & Rescue, NHS, the Higher Education Sector, SEPA, COSLA, SOLACE, SSSC, Voluntary Sector, external agencies, private sector, members of the media and general public.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Work autonomously, with personal accountability for decision making under broad general managerial direction of the Chief Executive.
- Be able to analyse situations and problems, and bring to resolution.

Key Attributes:

- Have astute political awareness, in both the local and national context.
- Be able to analyse diverse, complex and wide-ranging information and develop strategies and plans.
- Be able to articulate, promote and communicate effectively to a wide range of audiences.
- Exercise initiative and apply this to finding and implementing solutions to a wide range of situations and problems.
- Ability to work flexibly and creatively across services and boundaries to achieve agreed outcomes for children and young people
- Ability to work effectively under pressure and respond positively to criticism.
- Creative problem solving, solution focussed approach.
- Ability to analyse complex information and exercise professional judgement and decision making.
- Demonstrate and innovative, perceptive and analytical approach
- Work autonomously, with personal accountability for decision-making under a

performance plan agreed with the Chief Executive. The Head of Education must be able to demonstrate discretion and tact in dealing with the requirements of the post.

- High levels of resilience; demonstrate a high level of determination, personal drive, vigour and ambition to achieve challenging targets and improve outcomes.
- A proven track record of in-depth change management that has led to improved services and outcomes.
- Ability to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust to achieve required outcomes
- Out of hours working is required on a periodic basis.

Think How – always working to find solutions

- **Committed**

Proud to do a great job for Stirling and our communities;

- **Customer Focused**

Passionate about getting it right for our citizens;

- **Collaborative**

Working across boundaries to get the job done;

- **Leading**

We lead at every level of the Council.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The work will require a mix of time spent within an office environment and working from home, as well as time away from the office.

There will be some additional hours required out with normal working hours, and the requirement to attend evening meetings or events.

An amount of work will be undertaken autonomously.

The ability to address, manage, respond, and resolve difficult and challenging situations.

The role will require periods of work under pressure, individually or part of a team to meet performance outcomes and tight deadlines or challenging milestones.

Travel within and out with Stirling Council under the Council's Pool Car Policy.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Significant experience in senior leadership and management role within Education.
- Relevant degree level qualification (or equivalent) together with evidence of on-going continuous professional development.
- Experience of delivering transformational change internally and externally and working across an organisation.
- Experience of effective partnership and collaborative working with a range of public bodies, private sector and third sector.
- Good track record in financial management, interpreting and understanding complex financial and budgetary information.
- Understanding and commitment to progressing equality and fairness.
- Strong record of innovation that has resulted in positive change for communities.
- Experience of researching and formulating policy.
- Effective people management skills, including performance management and approach to managing accountability.
- Ability to work to time and budget constraints.
- Analytical skills and the ability to apply these skills to a wide range of circumstances.

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- Excellent communication skills including effective negotiation and influencing with experience in presenting to a range of audiences and over a wide range of issues.
 - Ability to motivate others to achieve shared goals and objectives.
 - Assist the Council's Incident Response Teams in the management of emergency procedures.

Summary of Terms and Conditions

Listed below are a summary of the principal terms and conditions of employment. Scottish Joint Council terms and conditions apply to single status posts within Stirling Council.

Salary

£86,311 - £88,965 per annum. Incremental progression will occur after 24 months. Payment of salary will be by bank credit transfer on the 15th of each month, in arrears.

Hours of Work

The working week is 35 hours per week, senior officers will be required to work flexibly dependant on the needs of the service. Additional payments do not apply to senior posts.

Annual Leave

Annual Leave entitlement is 29 days per year, rising to 34 days after 5 years continuous service. In addition to annual leave the Council recognises 7 public holidays (2 at New Year, 2 at Easter, first Monday in May, 2 at Christmas).

Pension

The post-holder will join the Local Government Pension Scheme automatically (employee contribution rate from 1 April 2019 – 9.2% - 9.3% - 9.3% for each of the salary scales above), unless they elect to make alternative arrangements.

Political Restriction

Under the provisions of the Local Government Officers (Political Restrictions) Regulations 1990 (as amended) senior manager posts are politically restricted. This means that you are barred from standing for election as an MP, MEP, MSP or Councillor of any local authority. There are also restrictions on you holding office in and/or canvassing for a political party. The Council will provide specific details of the restrictions imposed on you as a result of your employment with the Council.

Travel and Subsistence Allowance

When you use your car or bicycle for authorised business purposes, mileage will be reimbursed at the HMRC (Inland Revenue) rate. The Council has pool vehicles available for business use.

Medical Examination

Successful candidate will be required to undergo a satisfactory medical check.

Professional Registration

Successful candidate is required to be a member and maintain membership with a professional organisation relevant to the post.

Other Employment

The post holder may not engage in any other business, or take up any additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.

Recruitment and Selection Process

Apply online at www.myjobscotland.gov.uk – STR05392

Closing Date: Midday Friday 28 January 2022

Candidates will be advised of the outcome of the recruitment process as soon as possible.