

Post Title:	Director of Faculty
Post Reference:	
Department/Faculty	Care, Social Sciences & Education
Responsible to:	Vice Principal: Academic Strategy

<p>Overall Purpose of the Role : (Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)</p>
<p>Strategic leadership and development of an inclusive, high quality and innovative curriculum portfolio for the Faculty and for the wider College working with other senior colleagues.</p> <p>To provide vision, leadership, inspiration and motivation to specialist teams, that will ensure optimal performance and student success through efficient and effective resourcing, delivery, guidance and support.</p> <p>To lead on, influence and foster strategic collaboration in support of positive internal and external stakeholder engagement at all levels to ensure sustainability and growth across the Faculty portfolio.</p>

<p>Key Responsibilities: (Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)</p>
<p>Strategy and Planning</p> <ul style="list-style-type: none"> • Identify, create and articulate a coherent, clear strategy for the Faculty which supports the strategic vision and values of the College. • Contribute to College planning processes in relation to the strategic and operational plans, outcome agreement, equality reporting etc. and associated targets. • Take a lead role in College, regional and / or national strategic developments related to the Faculty's curriculum areas and in support of inclusive growth.

Leadership and Management

- Lead on and manage the faculty education, knowledge exchange and income generation activities informed by relevant national, regional labour market intelligence and current education / training policy drivers.
- Provide academic leadership within the Faculty to support continuous improvement, including KPIs and risk management
- Assume overall responsibility within the Faculty for management of quality assurance including assessments and examinations, reporting and other assurance activities.
- Assume overall responsibility for the realisation of the Faculty's GIA and commercial targets (circa £7.5m to £13.5m) and for the management of associated human resources (circa 60 to 100 staff)
- Develop and promote a dynamic approach to resource management, people finance and assets, to ensure effective utilisation and fit with an evolving curriculum.
- Promote and foster a collegiate, collaborative learning and working environment which supports the success of students and colleagues.
- Responsible, at a Faculty level, for the engagement of colleagues in terms of strategic and operational objectives, curriculum planning and for supporting the delivery of the Workforce Plan.
- Responsible, at a Faculty level, for all activity which supports the development and wellbeing of colleagues, including Professional Standards and registration with professional bodies.

Liaison with Business, Knowledge Exchange and Income generation

- Oversee a greater working relationship with business (private, public and third sectors) and universities and other colleges that will help increase KE and income generation - working in collaboration with Business Development to develop relevant strategies and stretch targets.
- To lead on, influence and foster strategic collaboration in support of positive internal and external stakeholder engagement at all levels.
- Act as an ambassador for the Faculty and College, actively supporting the enhancement of the College's reputation and promoting a positive image.

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

The Director's role has a number of key contacts outwith the College; these include Fife Council, local employers, local education establishments, partner Colleges and Higher Education Institutions, the Scottish Funding Council, awarding and accreditation bodies such as SQA and other 'quality standard' bodies, Colleges Scotland and Education Scotland.

Internal contacts include Principal and other members of the Executive Team, Directors of Faculties and Professional Services, Academic and Quality Managers and Leads, teaching and professional services colleagues.

PERSON SPECIFICATION
POST: DIRECTOR OF CARE, SOCIAL SCIENCE & EDUCATION

POST: CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	<ul style="list-style-type: none"> • Degree or equivalent professional qualification • Teaching qualification • Qualifications relating to a subject area within the department 	Application form	<ul style="list-style-type: none"> • Management qualification • Qualification in e learning • Qualification in enterprise / innovation 	Application form
Experience	<ul style="list-style-type: none"> • Track record of sustained academic leadership consistent with a senior role, including employer engagement • Proven experience of innovation and development of successful methodologies in support of learning • Proven record of evaluative ability, to recognise areas for improvement and plan for excellence 	Application form / Interview	<ul style="list-style-type: none"> • Passion for future thinking, innovation and digital technologies • Industry experience 	Application form / Interview

	<ul style="list-style-type: none"> • Comprehensive management experience in quality assurance processes and national quality standards • In depth knowledge and understanding of key industry sectors related to the Faculty • Understanding of the FE and HE education sector in the UK • Experience of budget management achieving financial targets and effective use of resources • Significant Experience of managing and providing leadership to colleagues 			
<p>Skills/ Attributes</p>	<ul style="list-style-type: none"> • Organisation skills to ensure effective and efficient use of resources • Excellent written, listening and speaking skills • Able to lead on the planning and delivery of strategies to support quality improvement 	<p>Interview</p>		

	<ul style="list-style-type: none"> • Effective leadership, management and support to colleagues • Strong networking skills and ability to establish and sustain successful partnership working 			
<p>Any Other Relevant Criteria</p>	<ul style="list-style-type: none"> • The role will require frequent travel within the Fife region. 			



Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a business need.

It is expected that post holders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values