

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Director of Partnerships and Income Generation
Grade	Director
Faculty/Department	Commercial Development
Reports to	Vice Principal, Corporate Development

### Position summary

As a member of the Senior Management team the Director of Partnerships and Income Generation will be responsible for growing and diversifying income streams through expanding commercial, international, innovation activities, partnership opportunities and knowledge exchange opportunities in Scotland's capital college.

You will provide vision and strong leadership across the College with the aim of supporting departments to increase their alternative income, increase professional liaison between curriculum teams, business and other organisations within their relevant sectors, as well as helping drive up commercial revenues. This liaison will support the curriculum to ensure their sector specific knowledge is up to date and relevant.

Working with colleagues across the College, the Director will enhance and maximise strong collaboration with business, local and regional stakeholders and national agencies to ensure that our curriculum teams develop the skills training and qualifications required to achieve and sustain positive outcomes in the fast-moving economy.

Working closely and with colleagues across the College, the Director will focus on alternative income generation by supporting curriculum colleagues to identify, develop and exploit business opportunities. In developing a deep understanding of the Edinburgh, East Lothian, Midlothian and wider Scottish economy (including future economic growth potential), the Director will identify funding opportunities that the College could access and leverage by maximising our specialist knowledge, expertise and links with a wide range of businesses, stakeholders, and our university partners.

### Line management responsibilities

Lead and manage the Commercial and International teams.  
Line Management of 5 Managers.

<b>Main duties</b>
<b>Duties/responsibilities</b>
<p><b>Departmental Functions</b></p> <ul style="list-style-type: none"> <li>• Develop and manage employability, enterprise, business start-up and knowledge transfer activities.</li> <li>• Provide advice and guidance, research, effective administration and staff development to support business and enterprise development activities in the College.</li> <li>• Provide support to Faculties to maximise their commercial and international work in line with College strategy.</li> <li>• Establish and maintain collaborative national and international multi-agency partnerships to support the College's externally funded activities, liaising with relevant funding bodies both public and private to secure diverse and increased funding.</li> <li>• Develop and implement a market research strategy informed by national policies which is effective and responsive and supports curriculum and commercial portfolio development.</li> <li>• Promote training, enterprise and knowledge transfer activities with schools, local authorities, Community Planning Partnerships and third sector partners.</li> <li>• Lead the development of innovative funding applications for Government funded programmes, innovation funding and other funding opportunities.</li> <li>• Liaise with and support College staff, fostering a collaborative approach to the development and delivery of business growth targets.</li> </ul>
<p><b>Member of Senior Management Team</b></p> <ul style="list-style-type: none"> <li>• Provide effective leadership and management, as part of a strong cohesive SMT supporting the Vice Principal Corporate Development, to achieve business targets and excellence in service delivery.</li> <li>• Contribute to the development of the vision, ethos, collegiate leadership whilst exemplifying the values and contributing to a culture that inspires our staff at Edinburgh College.</li> <li>• Attend cross College meetings, including regular SMT meetings, as appropriate.</li> <li>• Develop / contribute to college strategies, projects and plans consistent with the College vision.</li> <li>• Develop and implement college policies and procedures in relation to the area that you lead.</li> <li>• 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.</li> <li>• Provide regular and accurate management information and reports to SMT, ET and the Board (where applicable).</li> <li>• Promote and exemplify the College values.</li> </ul>
<p><b>People Management &amp; Human Resources</b></p> <ul style="list-style-type: none"> <li>• Create, maintain and develop a strong, motivated and high performing department.</li> <li>• Provide leadership, direction and management.</li> <li>• Resource the department appropriately and maintain appropriate resource levels and structures. Ensure effective recruitment and induction of all new staff within the department.</li> <li>• Ensure a high-performance culture, through the setting of team targets and individual personal development reviews.</li> <li>• Promote and encourage a culture of learning and continuous professional development.</li> <li>• Seek to resolve staffing issues at the earliest possible opportunity.</li> <li>• Conduct formal HR investigations and hearings (e.g. Grievance, Disciplinary, Absence, Performance) as required.</li> </ul>
<p><b>Strategic and Operational direction and delivery</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver the operational plan for Business &amp; Enterprise aligned to the College strategy.</li> <li>• You will play a key role in assisting the Vice Principal Corporate Development in developing and</li> </ul>

delivering a strategy for corporate and sustainable growth aligned to industry needs which contributes to the economic growth and skills development in the region.

- Ensure the effective delivery of 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.

### **Finance**

- Lead and manage Commercial and International teams to the highest standard within agreed resources.
- Contribute to the financial viability of the College by maximising the use of facilities and resources, the effective recruitment and deployment of staff, meeting or exceeding income targets and working within agreed budgets.
- 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.
- Develop 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 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 & Wellbeing**

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

### **Other**

- Represent the College on partnership groups and deputise for the Vice Principal as appropriate.
- Deputise for the Vice Principal 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.

**Note:** In addition to these duties, employees are required to carry out such other duties as may reasonably be required.

## Knowledge/Qualifications

- Degree level qualification in any subject (SCQF Level 9 or above)
- Knowledge of regional, national, European policy making and funding arrangements
- Knowledge of regional and national economy, growth, future skills
- Knowledge of resourcing alternative funding sources
- Bid writing, employability and skills initiatives
- Customer relationship management
- Contract management
- Financial planning and monitoring
- Operational planning development and implementation
- Evidence of relevant CPD (including management/leadership development activities)
- Good understanding of key issues, challenges & developments (e.g. political, financial/economic) that may impact on Faculty
- Knowledge of the college's role in the community, including an understanding of our diverse student population.

## Experience

- Proven recent track record in a senior management role
- Coaching and mentoring of teams
- Experience of leading and delivering projects and business transformation
- Demonstrated success in setting strategic objectives and achieving targets through effective management of direct reports.
- Experience of optimising processes and developing systems
- Experience of working with stakeholders, in partnership.

## Abilities/Skills

- Strong management and leadership skills, with the ability to earn the trust and respect of colleagues, staff, students, and stakeholders, while providing effective leadership to middle manager direct reports.
- Competence in operational and strategic planning
- Highly developed competence in curriculum delivery
- Ability to manage changing priorities, multiple challenges and demanding workload within an FE/HE environment
- Ability to develop and clearly communicate strategy, vision, values & ideas and inspire commitment & alignment to these
- Assured & confident communicator, with strong negotiation and influencing skills
- 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
- Ability to interpret complex documentation and information and assess implications for the college.

## Other role related requirements

- Strong commitment
- Resilient and diplomatic
- Consultative, engaging, inclusive and supportive
- Leads by example with integrity

Date Completed

12/08/2025

Authorised (Head of  
Faculty/Department)



Michael Jeffrey, Vice Principal

Reviewed/updated on

12/08/2025