**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | **Head of Commercial, Employer & DYW Engagement** |
| **Post Reference:** |  |
| **Department:** | **Enterprise & Partnerships** |
| **Responsible to:** | **Assistant Principal - Enterprise & Partnerships** |

|  |
| --- |
| **Purpose of the Role** |
| **To maximise income from current and future relationships and create opportunities for young people into sustainable employment**  The Head of Commercial, Employer & DYW Engagement will provide vision and clear leadership focusing on increasing income and developing sustained positive business and education partnerships. The role is supported by both a Commercial team and a DYW (school partnerships) team, to align opportunities for the co-design and co-delivery of training and skills programmes including our highly successful Modern Apprenticeship contract.  Working with colleagues across the College, the Head will focus on commercial income generation by identifying, developing and exploiting business opportunities. This will include identifying commercial income streams, maximising associated training opportunities, building partnerships and delivering targeted growth in the College’s work with employers, funding bodies and other partners. Opportunities will also be sought to maintain and expand our Adam Smith Scholarships programme which is supported by donors and sponsorships.  By developing a deep understanding of the Fife and wider Scottish economy, the Head will work with the Head of Innovation & Work Based Learning in identifying funding opportunities that the College could exploit by using its academic knowledge and expertise and its links with business and universities. Working closely with the Head of Enterprise Development & Outreach shared goals will support a wide and integrated provision of business focused solutions meeting the needs of industry locally and nationally that align to the College’s Strategy. |

|  |
| --- |
| Key Responsibilities |
| 1. Manage, promote and foster a collaborative cross-college approach to the development and delivery of commercial business growth. 2. Provide clear and effective strategic leadership of the Business Development Team to foster excellent relationships with all stakeholders to secure connected, value-added partnerships and realise exponential growth in commercial revenues. 3. Provide clear and effective strategic leadership of the DYW Partnerships Team to align school partnership working with the needs of employers and progression pathways, supported and delivered by the College’s academic Schools. 4. To work closely with the Head of Enterprise Development & Outreach and the Assistant Principals (Academic Schools) to ensure integration of commercial revenue generation opportunities within curriculum planning and ensure quality of provision. 5. Access, analyse and use labour market, economic regeneration and other data intelligence to ensure that the College exploits fully the opportunities for growing revenues and is responsive to the needs of our customers and other stakeholders. 6. With the Assistant Principal - Enterprise & Partnerships, agree income targets for commercial income streams, creating a relevant product portfolio offering aligned to business needs, and sales plans to achieve income and performance targets. 7. Ensure appropriate arrangements are in place to provide accurate and informative commercial and partnership reports including forecasts on bottom line returns and pipeline information to College Leadership Team (CLT), the Board and relevant committees. 8. Be up to date with key developments and government priorities in the learning and skills sector and across wider external environments and translate these in meaningful action planning to ensure the College capitalises on opportunities arising from them. 9. Support the development and expansion of MA programmes fostering partnerships with employers to inform the creation of relevant, industry-aligned training opportunities pre and post MA qualifications. 10. Working closely with the Assistant Principals (Schools) and the Head of Marketing, Recruitment & Communications to maximise business development opportunities and recruitment, through the development of events and marketing materials which raise the profile and promote the College’s offer across all social and business communities. 11. To promote a quality culture, ensuring the highest levels of quality assurance and supporting the implementation of quality enhancement to improve the client experience, satisfaction and attainment performance.  |  | | --- | | 1. Provide leadership and support for partnership working and financial support for the College’s Adam Smith Scholarships and Alumni programmes. |  1. To manage allocated team budgets ensuring efficient and effective deployment of staff and provide robust budgetary control in the management of all resources. 2. Line management of department staff across multiple College campuses. 3. Lead the professional development of line managed staff, providing guidance, mentoring, and opportunities for continuous learning to ensure the high-quality administration and monitoring of Modern Apprenticeships (Mas) and the commercial training portfolio. 4. Represent Fife College at events contributing to local, regional and national commercial and stakeholder groups, and promoting College opportunities, programmes and provision to a wide range of employers and external stakeholders. |

|  |
| --- |
| Key Contacts/ Relationships  External contacts include local and national employers, contracting bodies, skills networks, universities, local authorities, other colleges and potential partners and clients, in Fife and elsewhere in the UK and overseas.  Internal contacts include Principal, Deputy Principal, Vice Principal, Assistant Principals: Schools and Professional Services, Academic Heads, Heads of Department, Curriculum Management teams, teaching staff, support staff based in departments and Finance team members. |

|  |
| --- |
| General requirements  The responsibilities described within the job description are not intended as 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. In addition, posts may be reviewed where there is a change in the requirements of the College as detailed in the Managing Organisational Change Policy and Procedure.  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. |

**PERSON SPECIFICATION**

**POST: Head of Commercial, Employer & DYW Engagement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **METHOD OF ASSESSMENT** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Education & Qualifications** | Educated to degree level or with demonstrable relevant professional experience at SCQF level 9 or above. | Application Form | Management qualifications. | Application Form |
| **Experience** | Proven track record in successful commercial and business development.  Proven track record in management of MA contracts.  Knowledge and experience of funding streams in the education and skills sector.  Proven experience of successful working with employers leading business to business activity.  Proven experience of driving innovative quality improvements based on comprehensive customer feedback mechanisms.  Proven experience of developing strategies and plans to deliver targeted results and successful outcomes.  A good knowledge of local partners and key stakeholders with knowledge of their priorities and needs that will enable productive and collaborative relationships.  Effective collaborative engagement and management of business development team.  Robust financial expertise with experience of managing a budget and regulating spend effectively.  Proven experience of consistently managing and monitoring performance and meeting activity and financial targets of several million pounds.  Experience of successful partnership working, including for example, with HEIs, schools, businesses, funders, local or national government.  Awareness of local, regional, national and international priorities. | Application Form and Interview | Experience in contract management.  Experience of leading and managing quality enhancements & innovation.  Experience in writing successful bids and tendering submissions.  International business development ideally relating to the provision of skills and training services/delivery.  Knowledge and understanding of recent priorities and development in the College sector. | Application Form and Interview |
| **Skills/ Attributes** | **Analytical skills**: Ability to perform and interpret business critical needs analyses, and to translate the findings into achievable actions.  **Commercial skills:** Ability to seek out sustainable revenue streams and maximise income.  **Communication/Presentation**: Communicates, challenges and influences a variety of stakeholders effectively. Can present sound and well-reasoned arguments to convince others drawing from a range of strategies.  **Digital dexterity**: Understanding of the role of technology in driving service delivery.  **Diplomacy:** Able to resolve interpersonal conflict effectively.  **Discretion**: Ability to act with discretion and professionalism.  **Equanimity**: A natural ability to remain calm and resilient in the development and maintenance of good relationships with internal and external stakeholders at all levels  **Improvement-oriented**: Demonstrate a track record of continuously improving the service offer with a collaborative and customer-focussed approach.  **Inclusion skills:** Ability to engage with people who have different experiences and learning styles  **Influencing and negotiating**: Excellent inter-personal skills, in particular, the ability to negotiate successfully about sensitive and difficult issues with CLT colleagues and other senior managers.  **Initiative**: originates action and takes responsibility for the decisions made.  **Leadership skills:** Ability to inspire and motivate a team and manage them effectively through change.  **Operational capability**: Ability to ensure effective and efficient use of resources.  **Political acumen:** Able to address complex problems and challenges with multiple stakeholders where there are diverse and sometimes competing interest, values and goals.  **Research – informed**: Ability to review and interpret current thinking in commercial issues and trends.  **Relationship skills:** Ability to network and influence key partners through positive interactions to develop collaborative working relationship with partners, and colleagues.  **Role modelling**: Exemplifies the organisational values and behaviours.  **Strategic capability**: Ability to demonstrate and evidence strategic thinking and planning  **Translation**: Able to simplify complex problems, processes, and projects into meaningful deliverable outcomes. | Application Form and Interview |  |  |
| **Any Other Relevant Criteria** | The role will require working across all College campuses.  The role will require frequent travel in Fife and elsewhere.  The role will require out of hours work.  Full driving licence. | Application Form and Interview |  |  |

**CONDITIONS OF SERVICE:**

**SALARY & PAYMENT**: This role attracts a salary of £64,887 per annum.

Salary is paid in arrears on the 15th of the month or the nearest working day.

**TENURE OF POST:** This is an open-ended position.

**HOURS:** Our expectation is for leaders to be available for 35 hours in any week with flexibility to meet professional obligations and duties.

**NOTICE PERIOD:** For this role, the notice period is 12 weeks.

**ANNUAL LEAVE:** Our excellent annual leave allowance is 46 days per annum. This is inclusive of 11 fixed days which are for the Christmas closure, and the first Monday in May. The annual leave year is 1 September to 31 August each year.

**SICKNESS ALLOWANCE:** We have a generous sickness allowance with one month of full pay and one month of half pay where service is under one year rising on a scale to a maximum of six months full pay and six months half pay after five years’ service. This complements statutory sick pay provisions.

**SUPERANNUATION:** For this post, there is automatic enrolment to the relevant Local Government Pension Scheme, LGSS.

**PROFESSIONAL DEVELOPMENT:** All colleagues participate in our College’s Professional Development Review process which supports development through objectives aligned to the College strategy as well as learning and development activities to ensure we are continuously learning and updating skills. In addition, all colleagues are entitled to access all College courses free of charge.

**HEALTH AND WELLBEING:** All colleagues are encouraged to participate in our extensive health and wellbeing offering which includes regular wellbeing festivals, cycle to work salary sacrifice scheme, reduced cost gym membership and the ability to adopt hybrid working where applicable to the role.

**BENEFITS PACKAGE:** All colleagues have access to a benefits package which has over 200 discounts on shopping and an e-car salary sacrifice scheme.

**DISCLOSURE:** Due to the nature of this post, appointment will be subject to a satisfactory enhanced disclosure of Criminal Records or a check via the Protecting Vulnerable Groups Scheme with Disclosure Scotland.