**JOB DESCRIPTION**

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| **Post Title:** | **Head of Enterprise Development & Outreach** |
| **Post Reference:** |  |
| **Department:** | **Enterprise & Partnerships** |
| **Responsible to:** | **Assistant Principal: Enterprise & Partnerships** |

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| **Purpose of the Role** |
| **To reinforce the College’s anchor reputation and build sustainable income through the effective use of the estate and other resources**  The Head of Enterprise Development & Outreach will provide vision and leadership of the Carnegie Conference Centre team and maximisation of college wide resources with the aim of offering a dynamic and high-quality portfolio of offer to achieve increased growth in the College’s commercial revenue. This work will also include extensive external partnership working along with close links to the Assistant Principals of the College’s three academic Schools.  Working with colleagues across the College, the Head will focus on income generation by identifying, developing and exploiting opportunities that maximise the utilisation of the College estate and resources. This will include extensive B2B engagement identifying income streams, building partnerships, delivering targeted growth in the College’s work whilst ensuring close working and alignment with the Head of Innovation and WBL and the Head of Commercial, Employer & DYW Engagement.  The Head will oversee the College’s Carnegie Conference Centre and will lead in the development of promoting the use of college resources to maximise income generation and contribute to Community Well Building. |

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| Key Responsibilities |
| 1. Work closely with the Assistant Principals, Head of Innovation and WBL and the Head of Commercial, Employer & DYW Engagement to ensure connection of commercial revenue generation opportunities within curriculum delivery and ensure quality of provision. 2. Engage across the College curriculum teams to support the design of our resource portfolio offer with businesses in mind, promoting innovation and investment which will contribute to business awareness and income growth. 3. Work collaboratively across the College to develop strong client relationships and industry links, thus ensuring that our portfolio offering is aligned with the priorities of the local, regional and national needs. 4. Provide strategic management of the Carnegie Conference Centre activities which enhance the College connections with businesses and wider stakeholder groups. 5. Lead on the achievement of income targets for the Carnegie Conference Centre and provide a clear plan of the future offering of the wider College estate and resources. 6. To manage and report on the Carnegie Conference Centre budgets, with the support of the Conference Centre Manager. 7. Provide feedback, challenge and support to Curriculum Areas to ensure that the curriculum exploits fully the opportunities for growing revenues and is responsive to the needs of our clients and other stakeholders. 8. Work with the Assistant Principals (Schools) and Assistant Principal (Infrastructure and Experience) to create relevant estate and resource portfolio offerings aligned to client needs. 9. Ensure appropriate arrangements are in place to provide accurate and informative Corporate Enterprise reports to College Leadership Team, the Board and relevant Committees. 10. Maximise internal partnership liaison for co-operating and delivery of services to maximise positive learner engagement opportunities. 11. Lead and co-ordinate Community Wealth Building opportunities for Fife College as a regional anchor organisation. 12. Contribute to College planning processes in relation to the strategic and operational plans, outcome agreement, equality reporting etc. and associated targets. 13. Working closely with the Head of Commercial, Employer and DYW Engagement and Head of Marketing maximise corporate enterprise opportunities, through the development of events and marketing materials which raise the profile and promote the College’s offer across all social and business communities. |
| Key Contacts/ Relationships    External contacts: 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. |

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| 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 Enterprise Development & Outreach**

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| **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 qualification | Application Form |
| **Experience** | Proven successful experience of resource management income generation.  Knowledge and experience of funding streams in the business, education and skills sector.  Proven experience of successful working with employers and leading business to business activity.  Proven experience of driving innovative quality improvements based on comprehensive customer feedback mechanisms.  A good knowledge of local partners and key stakeholders with knowledge of their priorities and needs that will enable productive and collaborative relationships.  Effective management of enterprise activity and stakeholder engagement.  Experience of developing strategies and plans to deliver targeted results and outcomes.  Experience of effectively managing large budgets.  Able to develop and present business proposals including risk management strategies for commercial projects.  Awareness of relevant local, regional and national needs. | Application Form and Interview | Proven successful experience in the conferencing field.  Experience in contract management.  Experience in community wealth building. | 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.  **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 enterprise 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.