**JOB DESCRIPTION**

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| **Post Title:** | **Head of** **Innovation & Work Based Learning** |
| **Post Reference:** |  |
| **Department:** | **Enterprise & Partnerships** |
| **Responsible to:** | **Assistant Principal - Enterprise & Partnerships** |

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| **Purpose of the Role** |
| **To ensure work-based learning meets students’ and employers’ evolving needs**  The Head will work closely with the Assistant Principal - Enterprise & Partnerships to develop a programme of cross academic school projects that will deliver new capability for the College to support achievement of its Strategy aligned to relevant national and regional priorities such as Scotland’s Innovation Strategy and National Strategy for Economic Transformation.  A central component of this role is the integration of work-based learning and ensuring that the College's vocational and work-based learning assessment delivery is responsive to industry demands and provides students with practical, hands-on experience that enhances their employability. The role holder will be responsible for leading the development and implementation of work-based learning and assessment across the College, supported by academic colleagues.  **Key to the role will be the need to:**   * Build collaborative relationships with industry, academic colleagues, and public sector organisations to create projects that deliver a step-change in the educational opportunities the College can offer. * Oversee the management and implementation of appropriate project management processes to ensure projects meet cost, schedule and quality goals. * Ensure that work-based learning programmes meet the needs of both students and employers, providing a bridge between the classroom and the workplace. * Oversee the quality assurance of work-based learning initiatives, ensuring that they meet the highest standards and contribute to the overall success of the College's educational and training programmes. |

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| Key Responsibilities |
| **Strategic Responsibilities:**   1. Lead the design, development, and delivery of cross academic school projects that align with the College strategy and relevant regional and national priorities. 2. Collaborate with academic departments, industry partners, and public sector bodies to develop and deliver projects that enhance the College’s educational offerings and student employability. 3. Identify and secure substantial non-core funding to support the delivery of projects. 4. Demonstrate and share an excellent knowledge of skills policy changes and relevant funding streams to proactively create partnerships and proposals to target available funding and can respond swiftly to a dynamic environment.   **Work-Based Learning Integration:**   1. Develop and implement a comprehensive strategy for work-based learning (WBL) across all projects, ensuring that these initiatives provide students with practical, hands-on experience. 2. Forge partnerships with local and national employers to create industry-relevant WBL opportunities, ensuring that these programmes are tailored to meet employer needs and align with the College’s strategic goals. 3. Oversee the quality assurance of WBL initiatives, ensuring that they meet industry standards and contribute effectively to student learning outcomes and career readiness.   **Collaboration and Stakeholder Management:**   1. Working closely with the Head of Commercial, Employer & DYW Engagement build and maintain strong relationships with external partners, including industry, trade bodies, and public sector organisations, to foster collaboration on educational and training initiatives. 2. Represent the College in external forums and industry networks, promoting the College's capabilities and securing new opportunities for partnerships and project funding. 3. Work closely with internal stakeholders, including academic staff and professional services, to ensure project outcomes and outputs are transferred to curriculum. 4. Lead the work of university partnership activity in relation to articulation pathways, franchise and validated degrees. 5. Support the lead and coordination of target setting for the Scottish Funding Council (SFC) university Additional Funded Places (AFP) programme.   **Project Management & Operational Planning**   1. Develop a project governance approach that allows projects to be manged effectively and deliver the agreed outcomes. 2. Develop a project costing approach to support funding applications for multi-year strategic projects. 3. Develop a fundraising strategy (or similar) that identifies additional funding sources the College can target to support its strategic ambitions and sets out how the College can secure this funding. 4. Provide strategic input to the long-term curriculum planning in support of Assistant Principals and Academic Heads, particularly around cross academic schools opportunities. 5. To effectively manage allocated team budgets ensuring efficient and effective deployment of staff and provide robust budgetary control in the management of all resources.   **Staff Development and Capacity Building:**   1. Line management of project staff including Sector Leads, Project Controller and allocated work-based learning teams. 2. Lead the professional development of staff, providing guidance, mentoring, and opportunities for continuous learning to ensure high-quality delivery of educational programmes and projects 3. Establish and promote a culture of innovation and excellence within the team, encouraging staff to engage with new technologies and methodologies in their vocational learning and assessment practices. |
| 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.  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 Innovation & Work Based Learning**

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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 and project management qualifications. | Application Form |
| **Experience** | Knowledge and experience of funding streams in the business, education and skills sector.  Proven successful commercial income generation.  Knowledge and experience of WBL.  Proven experience of driving innovative quality improvements based on comprehensive customer feedback mechanisms.  Effective project management experience of large projects, with proven experience of delivering outputs on time and within budget.  Experience of effectively managing budgets.  Able to develop and present business proposals including risk management strategies for innovation projects.  Awareness of relevant local, regional, national and international needs. | Application Form and Interview | Experience in contract management.  WBL assessment or verification qualifications.  Experience of leading and managing quality enhancements & innovation. | 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 work-based learning 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.