



North Highland College
University of the
Highlands and Islands

JOB DESCRIPTION

JOB TITLE: Director of the NHC Engineering, Technology and Energy Centre.
SECTION: College Executive
LOCATION: Main College Campus, Thurso
RESPONSIBLE TO: Principal

JOB SUMMARY:

To lead the strategic development and implementation of the College's response to the existing and emerging requirements of inward investors, supply chain companies and local employers in the key areas of Engineering, Energy and Aerospace.

In the context of the key areas noted above,

- Engage effectively at a strategic level with relevant internal and external stakeholders to ensure the College plays a leading role in the academic provision of the University of the Highlands & Islands and the economic development of the North Highland area.
- Ensure that there is a close strategic and operational alignment with other relevant areas of the College's work, including, UHI international developments, research & knowledge exchange and wider STEM related activities.

As a member of the College's senior leadership team, provide appropriate corporate support and guidance to the Principal and other senior colleagues as appropriate.

Duties and Responsibilities

1. Lead curriculum change and development in agreed subject areas ensuring both the College and Regional curriculum remains strategically and academically strong and retains financial and market viability.
2. Provide high quality line management in the context of the College's corporate core values.
3. Provide Leadership in cross organisational initiatives as directed by the Principal.

4. Engage and, where appropriate, lead in the decision-making process through networking with UHI and other academic institutions to strengthen the profile and standing of the College in the regional and national context
5. Advise the Principal on the strategic deployment of College resources.
6. Advise and support the Director of Learning, Teaching & Audit on the development and implementation of Quality Management systems in the College.
7. Advise and support the Director of Enterprise & Innovation in the ongoing development of commercial income in relevant disciplines.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

PERSON SPECIFICATION

Leadership – level 3

- Demonstrates integrity at all times and is seen as a positive exemplar of the College's culture and values
- Builds effective relationships with staff, colleagues, peers and partners
- Creates and communicates a clear vision about the future of the College in which staff can understand how they can contribute
- Motivates and inspires people to achieve results, delegates effectively to provide development opportunities, recognises strengths and weaknesses
- Enables staff to link their own development with the College's visions and objectives
- Creates a supportive environment for middle managers
- Promotes the College's Culture and Values in everyday action
- Demonstrates pride and professionalism in the leadership they provide and inspire and actively promotes these qualities in others
- Builds the College's capability to address current and future changes
- Actively promotes Equality and fairness in College life for staff and students
- Demonstrates change management skills and looks outside the College to learn and implement best practice

Communication – level 3

- Actively reviews and improves the College's communications networks through feedback strategically
- Communicates orally clearly, concisely and professionally ensuring their message is understood in a wide variety of audiences
- Uses appropriate gestures and tone when talking with others.
- Communicates persuasively to influence opinion/change
- Possesses high level coaching/mentoring, negotiating and facilitation skills

- Possesses high level mediation and counselling skills
- Has the ability to produce effective written communications in a wide range of media for a variety of situations/audiences
- Demonstrates excellent presentational skills

Team-building – level 3

- Builds wide networks of relationships to support College goals.
- Creates a supportive environment where team members take responsibility for team results as well as their own results
- Recognises potential value of others' opinions and actively seeks their contributions
- Understands organisational priorities and sets and communicates team/individual objectives in alignment with them
- Builds a high performing team by exploiting the potential, talent and diversity within it
- Builds and facilitates teams working together with the College to meet the College's objectives
- Resolves conflict within teams fairly and assertively uses mediation where required
- Addresses teams who are performing poorly by intervening positively and providing direction and support as required

Customer Service – level 3

- Communicates and delivers a vision of future service improvements and changes
- Creates an environment and culture of continuous service review and improvement
- Delivers improvements to service through feedback
- Shapes services to meet future needs
- Promotes the sharing of knowledge and best practice throughout the College

Resource Management – level 3

- Plans, monitors and reviews the workforce to maximise the efficiency of limited resources, promotes talent, plans succession and manages costs effectively
- Creates, encourages and rewards a culture of review and continuous improvement in processes, functions and quality
- Manages budgets effectively – engages effectively with Finance experts when required
- Integrates systems and processes to avoid duplication of work

External Partnerships – level 3

- Is recognised as a positive, professional ambassador for the College demonstrating an awareness of political factors which can influence outcomes
- Actively seeks and builds effective partnerships both within and outwith the College
- Acts as an exemplar of College values when working in partnership with a range of third parties
- Identifies and develops ways of working in partnership which maximise the College's income and profile and which are of benefit to the College and community
- Promotes and influences internal and external partnerships as a means of shaping and delivering services to the community, including protected or minority groups

Personal Summary

Must be educated to Honours Degree level or above and/or hold a professional qualification relevant to the duties of the post

Must have a sound knowledge of the major aspects of Scottish Government policy for tertiary education and economic development

Some relevant teaching experience gained in the further or higher education sector is preferred (but not essential)

Must have experience of strategic and operational planning

Must have experience of developing an effective, multi-skilled team

Experience of developing successful partnerships with external organisations essential

Experience of the management of human and financial resources essential

Experience of successfully planning and managing organisational change desirable

The ability to plan strategies to achieve systemic cultural change desirable

Driving Licence Essential

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	The normal working week is 35 hours but you will be required to work such hours as necessary to fulfil the duties of the post to meet service requirements. There is no entitlement to additional hours payments.
Salary	The salary for this appointment includes a Market Allowance and will be c. £70,000 in total per annum. This will be subject to annual review.
Location	The position will be based at The North Highland College Main Campus, Thurso. You may be required to undertake regular travel to UHI, other Colleges or partners to promote the College's interests.
Pension	You will be contractually enrolled into the LGPS. Further details are available on joining
References/ PVG Scheme Check.	Appointment will be subject to references and a Protection of Vulnerable Groups check through Disclosure Scotland, all of which will be taken up after an offer has been made.

The North Highland College, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

HOW TO APPLY

The North Highlands College UHI have appointed Veredus, an executive search agency, to assist with this appointment.

To apply for this post, please submit the following documentation to us no later than **9am on Monday, 3rd June 2019**:

1. A **CV** setting out your career history, with key responsibilities and achievements.
2. A **Personal Statement** detailing your experience and highlighting how you have demonstrated the skills/competencies as summarised in the Job Description.
3. A completed **Equality Monitoring Form**. All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way.

Applications should be sent via Veredus' website - www.veredus.co.uk, quoting reference number **931243**.

All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 0207 932 4236.

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: <https://www.veredus.co.uk/privacy-and-cookies>

Should you encounter any issues with your online application please get in touch with us via: caroline.willetts@veredus.co.uk

Further information

If you have any questions about the application process or would like to discuss the post further, please contact our advising consultants at Veredus: Nataliya Starik-Bludova on 020 932 4265 / nataliya.starik-bludova@veredus.co.uk or Zara Bruton on 07840 648 119 / zara.bruton@veredus.co.uk

APPENDIX A

Equality Monitoring Form – In Strictest Confidence

North Highland College is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to complete the equality and diversity monitoring information below. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring.

The information you disclose will be separated from your job application upon receipt and will not be considered as part of the short listing or appointment process. Only HR will view the monitoring form and it will not be seen by the recruiting panel.

Name:

Post Applied for:

Gender: Male Female Trans Gender

Marital Status: Single Married Divorced Civil Partnership
Other

Date of Birth:

Nationality:

Ethnic Origin:

White

Scottish
English
Welsh
Irish
Other

Black or Black British

Caribbean
African
Any other black background

Mixed

White and Black Caribbean
White and Black African
White and Asian
Other mixed background

Other Ethnic Groups

Chinese
Arab
Other ethnic groups
please specify

Asian or Asian British

Indian
Pakistani
Bangladeshi
Other Asian background
please specify

Prefer not to disclose

Religion or Belief:

Christian Buddhist Hindu Jewish Muslim
Sikh Spiritual None Prefer not to disclose
Other (please specify.....)

Sexual Orientation:

Bi-sexual Gay Heterosexual Lesbian
Other Prefer not to disclose

Disability:

Are considered to be disabled under the provisions of the 2010 Equality Act?

Yes No Prefer not to disclose

Reasonable Adjustments:

Do you have a disability that would require North Highland College to make special arrangements/reasonable adjustments for you to apply for the post or for interview?

Yes *please detail these adjustments below*

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.....

No

Privacy Notice

The Data Controller of the information being collected is: North Highland College, Ormlie Road, Thurso, Caithness, Scotland, UK, KW14 7EE.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Recruitment & Selection

Your information will be used for the following purposes:

To allow applicants to apply for vacancies and be selected for interview and employment.

Our legal reason for using the data is:-

- You have given consent for the use.
- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

- You have given consent to the processing.
- Use is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

If you were to withhold the personal information we require for this process, the consequences would be:

We would be unable to contact you for the purposes of recruitment and selection.

Your data will, or may, be shared with the following recipients or categories of recipient:

- Your Application form and CV will be shared with the shortlisting panel.
- Your Equality Monitoring form will not be shared and will only be used for equality statistics reporting.

Your data will be retained for the following length of time:

- Successful candidate – for duration of employment contract
- Unsuccessful applicants – for 6 months

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.