

Curriculum and Quality Manager

Person Specification

Attributes	Essential	Desirable
Qualifications	Minimum HNC/D qualification Teaching qualification or equivalent qualification in training and development or willingness to undertake Evidence of Continuous Professional Development	Management qualification SCQF Level 9 (Degree or equivalent) qualification
Experience	Experience of curriculum development and planning Strategic understanding of the needs and developments within a Curriculum Area including labour market trends Experience of managing the implementation of quality systems to meet both College and Awarding Body requirements Knowledge of the FE sector across Scotland including policy, funding methodologies and qualification frameworks Experience of successful partnership working with a wide range of stakeholders, both internal and external Knowledge of additional funding streams to contribute to the growth of the College's commercial income	Experience of managing a Curriculum Area including the management of staff and resources Experience of working within Construction or Electrical Engineering

Skills/Knowledge	The ability to develop positive working relationships to manage, motivate and lead staff within a Curriculum Area Ability to work with teams and collaborate on interventions to keep students on track to achieve. Excellent oral and written communication skills with the ability to effectively communicate with and influence a range of audiences Strong organisational, planning and problem-solving skills Effective IT skills and the use of management information systems including data analytics To promote the College values and support the delivery of the strategic priorities Good analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.	
Other	Attendance at college events including occasional evenings or weekends There could be a requirement to travel overseas on behalf of the College.	

