

Curriculum and Quality Manager

Person Specification

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

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