Job profile

Post: Assistant Director – Outcomes and Engagement (M1)

Group: Access, Learning and Outcomes Directorate

Reports to: Director of Access, Learning and Outcomes

Purpose: To lead the development, negotiation, agreement and performance management of outcome agreements (OAs) with individual institutions. Lead stakeholder engagement in respect of SFC’s outcome and accountability interests. Make a key contribution to the implementation of the SFC Review of Coherence and Sustainability.

Key responsibilities

1. Lead development of clear guidance, ensuring engagement of institutions and other stakeholders in SFC’s outcome and accountability interests.

2. Ensure good understanding of SFC’s expectations, combined with active participation and delivery of agreed outcomes by institutions and other fundable organisations.

3. Lead institutional engagement, ensuring an appropriate focus on successful delivery, risk management and mitigation and the protection of student and public interests.

4. Lead and manage key stakeholder engagement, ensuring positive relationships are developed; support the strategic ambition and work of SFC.

5. Work in partnership with SFC’s Policy, Insight and Analytics Directorate to drive out and detail key management information requirements to support SFC’s outcome and accountability interests.

6. Provide leadership, management and development to other colleagues, delegating work appropriately both to direct reports and those who are supporting key projects.

7. Work in partnership with other Assistant Directors within the Access, Learning and Outcomes Directorate, as well as colleagues across all SFC directorates, to support collaborative delivery and ensure consistency and coherence in meeting SFC’s strategic aims.
8. Support the implementation of SFC’s Review of Coherent Provision and Sustainability, particularly as it pertains to outcomes and accountability.

9. Advise the Senior Management Team, the Board and relevant Committees by providing briefings and high quality papers and discussion pieces to stimulate and direct dialogue and recommendations.

10. Represent SFC at a senior level on external committees and fora, as required, interacting with senior leaders from across the college and university sectors.

11. Play a key role as a member of the Directorate Leadership Group, supporting the Director in key areas such as planning, corporate reporting and change management.

Skills, qualifications and experience

**Essential:**

- Highly developed people and leadership skills: including influencing, relationship management and people development.
- Ability to manage priorities and a diverse workload within a dynamic and fast moving environment, in an area which is subject to close political media and stakeholder scrutiny.
- Ability to think strategically and creatively about policy development and implementation, with a proven track record in the development and implementation of policy.
- High-level oral and written communication skills, including experience of representation and negotiation at a senior level.
- Excellent interpersonal skills, including the ability to work well as part of a team.
- Sound awareness of further and higher education issues in Scotland.
- Ability to play a lead role in a complex area which is subject to political media and external scrutiny.
- Effective organisational and project management abilities with the ability to lead successfully through change.
- Qualified to SCQF Level 9 (Degree) or equivalent experience.

**Desirable:**

- Knowledge and experience of accountability and outcome systems, whether in education or other spheres.
- Experience of using data and evidence to drive and secure enhanced outcomes.
- A good understanding of the current Scottish political environment.
- Awareness of SFC’s outcomes-based approach.
Informal enquires about the role can be made on a strictly confidential basis, to James Dunphy (Director Access, Learning and Outcomes) at jdunphy@sfc.ac.uk.

Status of job profile

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Additional information

This temporary post provides an opportunity to join SFC at a key point in its development, as we take forward the implementation of the SFC Review and engage closely with stakeholders to ensure Scotland retains and further develops its reputation for excellent tertiary-level education.

The post is located in the Access, Learning & Outcomes (ALO) directorate and has particular responsibilities for securing excellent outcomes in return for SFC investment within colleges, universities and other fundable organisations.

Reporting to the Director, the post-holder will lead the Outcomes team at a crucial point of evolution for SFC’s approach to outcomes and accountability.

A key focus of the role will be close engagement with stakeholders, ensuring there is good understanding of accountability arrangements for AY 2021/22 and AY 2022/23, that expectations and outcomes are secured and that stakeholders are engaged as we work to respond to SFC’s Review of Coherence and Sustainability.

The post-holder will work closely as part of ALO’s Directorate Leadership Group; to support the development of the Directorate as it continues to evolve in response to both the SFC review and changes in our wider context. Close working with other leaders and teams across the organisation will be the norm.

The post-holder is also expected to represent SFC at senior level in our engagements with, for example, institutional governance and leadership teams and with key stakeholder groups at a national and regional level.

Committed to equality of opportunity