Job profile

Post: Assistant Director, Outcomes (Learning & Quality)

Directorate: Access, Learning and Outcomes

Line Manager: Director of Access, Learning and Outcomes

Purpose: To develop and promote the strategies of the Council in quality assurance and enhancement in learning and teaching; and to ensure the SFC meets its statutory duties for quality assurance for both the university and college sectors.

Key accountabilities

1. Provide the policy lead on the development and implementation of the Council’s strategies on quality assurance and enhancement in learning and teaching, ensuring the Council meets its statutory duties for quality assurance, and that policy in this area fully supports our ambitions for quality of provision and excellence in the student experience.

2. Provide advice on emerging quality issues (including individual institutions and sector wide), ensuring the Council is able to deliver effective oversight and/or support to institutions and partner organisations. This will include providing advice to Outcome Agreement Teams and other policy leads.

3. Develop and maintain key external relationships, particularly with the quality agencies – QAA Scotland and Education Scotland – and with other bodies in relation to quality, public information, and learning and teaching policy.

4. Work in partnership with other policy leads within the Access, Learning and Outcomes Directorate, and colleagues across all SFC directorates, to support collaborative delivery and ensure consistency and coherence in meeting SFC’s strategic aims.

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

6. 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.
7. Represent SFC at a senior level on external committees and fora, as required, interacting with senior leaders from across the college and university sectors.

8. Support the Director in key areas such as group planning, corporate reporting and budgeting.

Skills, qualifications and experience

**Essential**

- High-level people and leadership skills: including influencing, relationship management and people development.
- Ability to manage priorities and diverse workload in a dynamic and fast moving environment, in an area 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.
- Strong 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.
- Strong organisational and project management abilities with the ability to lead through change.
- Qualified to SCQF Level 9 (Degree) or equivalent experience.

**Desirable**

- Strategic level knowledge and experience of working with further and/or higher education quality assurance and enhancement systems and approaches.
- Knowledge and understanding of the student experience, including through working with students as partners.
- Awareness of key metrics related to the quality of provision.
- A good understanding of the current Scottish political environment.
- Awareness of SFC’s outcomes-based approach.
Further information

This post is located in the Access, Learning & Outcomes directorate and has particular responsibilities for learning and quality in further and higher education. Reporting to the Director, the post-holder will work as part of a team alongside the policy leads for widening access and outcomes respectively to deliver the responsibilities of the directorate. The post-holder will also have a small team of direct reports.

In the coming months the post-holder will be expected to contribute to the recently launched Review of Coherent Provision and Sustainability and its implementation, particularly in relation to quality assurance and learning and teaching issues.

In addition to the quality agencies the post-holder is expected to develop and maintain key external relationships with bodies including Scottish Government, Universities Scotland, Colleges Scotland, College Development Network, AdvanceHE, National Union of Students, sparqs, the Higher Education Funding Council for Wales, the Department for the Economy NI, and the Office for Students.

The post-holder is also expected to represent SFC at senior level in our engagements with, for example, the UK Standing Committee on Quality Assessment (UKSCQA) for higher education, Universities Scotland Learning and Teaching Committee, QAA Scotland Strategic Advisory Board, the College Quality Network Steering Group and the national Curriculum and Assessment Board.

September 2020

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.

Committed to equality of opportunity