Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Business Manager**

*Salary in the range (E2): £32,883 - £38,724 per annum (1.0 FTE)*

We have created this new post to manage the operational business of the Access, Learning and Outcomes Directorate and to support the delivery of the Directorate’s organisational performance management objectives.

If your application is successful, you will be working as part of a small team to oversee the flow of business through the directorate office on behalf of the Director and the Directorate Leadership Group. You will also be responsible for developing and establishing new processes and systems to direct and track the flow of work, ensuring requests go to the right people and are dealt with according to assigned priority.

You will be able to demonstrate well-developed interpersonal and communication skills with the ability to generate effective working relationships at all levels, as well as a good track record of working with others to help improve operational effectiveness and to help create a high performing team culture.

You will bring excellent organisational and project management skills with the ability to respond to a diverse and changing workload while maintaining attention to detail. You will have experience of using tools and systems to make work processes more effective.

You will be able to work at pace, drawing on your collaborative working skills to secure positive outcomes, together with an ability to analyse, understand and respond to complex issues with good judgement. Your approach will be one of resilience, positivity and flexibility.

SFC is a friendly welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life, whose skills will help us serve all of
Scotland’s communities. Applications from black and minority ethnic candidates, candidates with disabilities, and 16-24 year olds are encouraged, as are those from candidates who have skills in Scottish Gaelic or British Sign Language.

This role is normally based in our office in Edinburgh near Haymarket Station. All SFC staff are currently working from home, with the office open for those who wish to use it. We are developing a model for the future which will allow employees to work more flexibly in terms of location while balancing this with the needs of the organisation.

We will consider flexible working for this position.

Please apply by submitting an SFC application form. (We do not accept CVs). Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 9am on Monday 13 June 2022. It is intended that virtual interviews will take place in the week commencing 27 June 2022.

Committed to equality of opportunity