

**PERSON SPECIFICATION**

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| **Job Title:** | Deputy Principal | Date: | October 2021 |
| **Prepared by:** | David Patterson | | |
| **Designation:** | Principal | | |
| **Reviewed by:** | Carolyn Thomson | | |
| **Designation:** | Director of Human Resources and Organisational Development | | |

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| **This form describes the essential and desirable criteria a person needs to perform the job.** |

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| **Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.** |

**1. KNOWLEDGE AND SKILLS**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**  Strong Leadership skills as demonstrated by the ability to successfully lead change across curriculum areas  Excellent communication skills and interpersonal skills to undertake work activities in accordance with Moray College UHI Values and Culture  Ability to interrogate and challenge information robustly  Excellent knowledge of Academic Quality and Curriculum Planning Arrangements and a proven track record in review and evaluation of teaching delivery  Sound knowledge of issues facing the further and higher education sectors  Strategic thinker | Interview  Presentation/Interview  Interview  Interview  Interview  Interview |
|  | **Desirable**  Excellent awareness and previous successful involvement in innovative practice across the sector | Interview |

1. **EXPERIENCE AND EDUCATION**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**  Qualified to SCQF level 9  Experience of leadership and management at a strategic level in a medium or large educational context  Experience of contributing to strategic planning  Experience of managing and leading staff in the development of innovative practice in an educational context  Experience of the management of significant cross college change  Experience of managing curriculum areas including management through others  Experience and success in curriculum planning and development and in managing the quality of subjects and courses.  Experience of leading and engaging staff in professional development at a strategic level | Application Form  Application Form  Interview  Interview  Interview  Interview  Interview  Interview |
|  | **Desirable**  Possession of higher degree and/or relevant teaching qualification  Experience of engaging in research and/or scholarly activity. | Application Form  Application Form |

1. **ACCURACY AND INITIATIVE**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**  Initiative in relation to policy review and development  An innovative approach to work methods  The ability to challenge established methods and implement change with a positive approach  Confidence to take important decisions and back own judgement. | Interview  Interview  Interview/Presentation  Interview |
|  | **Desirable** | - |

1. **PEOPLE**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**  Excellent interpersonal skills  Excellent leadership skills  The ability to lead staff through change | Interview  Interview  Interview/Presentation |
|  | **Desirable** | **-** |

1. **OTHER REQUIREMENTS**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**  Commitment to the strategic values of Moray College UHI  Ability to work flexibly to meet the needs of the organisation  Commitment to and experience of furthering and embedding equality and diversity matters  Ability to work safely in a College environment | Interview  Interview  Interview  Interview |
|  | **Desirable** | **-** |