

**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 CultureAbility to interrogate and challenge information robustlyExcellent knowledge of Academic Quality and Curriculum Planning Arrangements and a proven track record in review and evaluation of teaching deliverySound knowledge of issues facing the further and higher education sectorsStrategic thinker | InterviewPresentation/InterviewInterviewInterviewInterviewInterview |
|  | **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 9Experience of leadership and management at a strategic level in a medium or large educational contextExperience of contributing to strategic planningExperience of managing and leading staff in the development of innovative practice in an educational contextExperience of the management of significant cross college changeExperience of managing curriculum areas including management through othersExperience 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 FormApplication FormInterviewInterviewInterviewInterviewInterviewInterview |
|  | **Desirable**Possession of higher degree and/or relevant teaching qualificationExperience of engaging in research and/or scholarly activity.  | Application FormApplication Form |

1. **ACCURACY AND INITIATIVE**

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| **No.** | **Description** | **Method of Assessment** |
|  | **Essential**Initiative in relation to policy review and developmentAn innovative approach to work methodsThe ability to challenge established methods and implement change with a positive approachConfidence to take important decisions and back own judgement. | InterviewInterviewInterview/PresentationInterview |
|  | **Desirable** | - |

1. **PEOPLE**

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

1. **OTHER REQUIREMENTS**

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