

Job Description for the post of Chief Executive, Scottish Credit and Qualifications Framework Partnership

POST TITLE:	Chief Executive
RESPONSIBLE TO:	Board of Directors, the Scottish Credit and Qualification Framework Partnership
MAIN PURPOSE:	To be the public face of the SCQF Partnership and formulate proposals, implement decisions and represent the interests of the SCQF Partnership.

Roles and responsibilities:

While the Chief Executive Officer will not be an SCQF Partnership Board Member, they will be expected to attend all meetings of the Board and will be accountable to the Board.

- Chief adviser to the Board and its Committees on the effective pursuit and public presentation of the SCQF Partnership's mission, aims and policies both within Scotland and beyond;
- Management of the implementation of Board policies and practices, including the achievement of goals and objectives laid out in the Company's strategic and operational plans;
- Accountable officer, ensuring that the Company and its Officers act in accordance with the highest standards of governance and probity;
- Financial Management:
 - Responsible for preparing the annual budget for discussion and agreement of the Board; and
 - Ensuring that regular reports on spend to budget are reported to the Board and advising the Board on handling projected over/underspends.
- Responsible for:
 - Liaison, as appropriate, with national, UK and international representatives of government, other frameworks, public agencies, teaching staff (in the broadest sense), learners and employers;
 - Chairing the SCQF Forum;
 - Advice and support to a range of bodies including those represented on the SCQF Forum such as the Scottish Funding Council and Company members and where appropriate more widely in relation to the SCQF Partnership's remit;
 - Procedures for consulting the Company Directors and member organisations and other key stakeholders on SCQF Partnership policy and topical issues;
 - The SCQF Partnership's quality systems.
- Leader of:
 - The Company staff, inspiring and facilitating the team including identifying new and innovative ways to promote, use and develop the Framework.
- Responsible for the Company Secretary function and for:
 - Procuring human resource, legal and financial advice and services to the Board and Company;
 - Managing the staff resource effectively in the professional convening, servicing, and supporting general meetings, forums, committees and working groups;
 - Managing the operations and finances of the Company, including its human resources; and
 - Establishing appropriate systems and procedures.

Person Specification

1. Essential:

- A commitment to the values of selflessness, integrity, objectivity, accountability, openness, honesty, leadership, duty and respect).
- Familiarity with the lifelong learning sectors;
- High level skills in analysis of policy, education and finance;
- An excellent and energetic communicator with a high level of confidence and judgement, capable of:
 - working easily with a wide range of people and organisations locally, nationally and internationally;
 - negotiating effectively;
 - presenting information clearly in various forms, including written papers, formal presentations, and face-to-face exchanges.
- A well-organised manager, committed to excellence and able to cope with complexity, facilitate multifaceted negotiations;
- The ability to manage, lead and enthuse a team of staff;
- Intellectual depth and breadth, including strong problem solving skills;
- The ability to think innovatively whilst evaluating risk;
- Business acumen, demonstrated within public, private or voluntary sectors; and
- Successful experience of operating and / or contributing at board level.

2. Desirable:

- Successful experience of managing a complex function or organisation;
- Significant senior management experience in the public or private sectors, experience of international working; and
- Working knowledge of legal requirements for companies and charities.

3. Track Record:

- Evidence of experience and success at managerial level in a policy environment where high level analytical and communication skills have been important and have been demonstrated.

Initial Target and Standards for performance and development of Postholder (to be agreed in discussion with the Board)

Strategic Context

1. The Chief Executive's main responsibility is to help with the continued preparation and implementation of the SCQF Partnership's strategy, policies, and standards in all areas of the Company's activity, including positively influencing partner and stakeholder organisations to work to common goals.
2. The Chief Executive must take lead responsibility for the success of SCQF Partnership as a Company and performance of the SCQF Partnership Staff as a team.
3. The Postholder's personal contribution is also expected to be of sustained high calibre, zeal, and effectiveness in:
 - Leadership of the SCQF Partnership;
 - Stewardship of the Company in a Scottish, UK and international context.

Leadership Aspects

4. The SCQF Partnership staff is a small team but its effectiveness and expertise are vital to the success of the SCQF Partnership. Standards expected include quality of presentations, written output, events and timelines and profile of SCQF material and SCQF Partnership responses.

Stewardship

5. On finances of the SCQF Partnership, the main decisions will be taken by the Board of Directors on advice from the Chief Executive. Specific requirements include:

- Compliance with law and accounting conventions for companies and charities which the Chief Executive must oversee;
- Raising income and keeping expenditure to the level approved by the Board.

Personal Development

6. The Chief Executive will be expected to continue to develop skills and knowledge relevant to the role, and in particular to seek opportunities to ensure a good skill "fit" with the Directors, SCQFP staff and others in organisations with which SCQFP collaborates. Attention should be given in particular to gaining familiarity with new or potential aspects of SCQFP's work, horizon scanning, and continual acquisition of job-relevant skills.

Commitment

7. It is anticipated, because of the scope and scale of this demanding post, that this will be a full time position. However, there will be a degree of flexibility on how this will be exercised. Flexibility will also be required in terms of travel and hours of work because of the Scottish, UK-wide and international dimensions of the role.

SCQFP

17 March 2022