

JOB DESCRIPTION

Post Title:	Assistant Principal: Culture and Resources
Post Reference:	
School/Professional Service:	Culture and Resources
Responsible to:	Deputy Principal (Chief Operating Officer)

Overall Purpose of the Role :
(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

Lead the development and delivery of excellent and innovative finance, human resources, payroll, procurement and organisational development (F&P and OD & HR) strategies and services focussed on delivering the College's strategic priorities, efficient operations and value for money.

Provide vision, leadership, inspiration and motivation to specialist teams ensuring optimal performance across the services within the remit of the role.

Lead on, influence and foster strategic collaboration of the services within the remit of the role to ensure sustainability and growth.

Key Responsibilities
(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

- Champion, develop, and oversee the development and delivery of the College's F&P and OD & HR strategies.
- Provide strategic leadership and operational oversight of the F&P and OD & HR Services ensuring colleagues are properly aligned to support the delivery of the College's Strategic Plan with a strong colleague centric ethos.
- Assume strategic responsibility for shaping the College's finance operating environment ensuring the highest standards of financial management, risk management, integrity and accountability ensuring compliance with relevant regulatory and statutory requirements.
- Assume strategic responsibility for shaping the College's OD and HR functions to support the development of organisational culture, performance management, leadership and all aspects of organisational change and development ensuring compliance with relevant regulatory and statutory requirements.

- Assume strategic responsibility for procurement services ensuring an efficient service that has robust internal controls and achieves compliance with relevant regulatory and statutory requirements.
- Ensure all the teams under the remit of the role have appropriate qualifications and development to be able to provide high quality, specialist advice.
- Lead equality and diversity within the College providing specialist advice and guidance as well as preparation of related reports to ensure the College meets its statutory and other requirements.
- Lead the framework of employee relations and chair the relevant committees, providing professional support and advice on all such matters working in partnership with recognised Trade Unions.
- Lead and manage sensitive employee relations and information matters liaising with recognised Trade Unions and external agencies as appropriate.
- Be the first formal stage of industrial disputes with the appeal stage being with the Principal.
- Lead on the development of the reward strategy, pay increases and grading structures for colleagues outwith of national bargaining for the pay panel of the Executive Team and for those roles within the remit of the Remuneration Committee of the Board.
- Represent the College and its best interests as a member of the Employer's Association, agreeing national strategy on all matters included in national bargaining (pay, terms and conditions and policy) and support national bargaining.
- Represent the College in other national bargaining activities, such as job evaluation and pay and grading working and other groups to influence the direction of discussions ensuring agreements reached are in the best interests of the sector and College.
- Promote and foster a collegiate, collaborative learning and working environment which supports the success of students and colleagues.

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

External contacts include; Scottish Funding Council, internal and external auditors, VAT advisors, suppliers, relevant Development Networks, consultants and contractors, College Employers Association, and Colleges Scotland.



Internal contacts include; Executive Team, assistant principals of schools and professional services, and managers, and colleagues.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	<ul style="list-style-type: none"> • Appropriate Professional Qualification either for OD and HR or Finance • Evidence of continuing, relevant professional and personal development 	Application form	<ul style="list-style-type: none"> • Post graduate or equivalent qualification 	Application form
Experience	<ul style="list-style-type: none"> • Significant experience working in a complex organisation, setting strategy and monitoring progress against its delivery • Extensive experience of managing finance or OD and HR function at a senior level • Proven experience managing large and diverse technical teams, setting objectives and monitoring progress towards them • Proven experience managing a portfolio of projects within a large, complex organisation 	Application form / Interview	<ul style="list-style-type: none"> • Appreciation of sector developments and changes to funding methodologies. • PRINCE 2 or other industry standard project governance framework 	Application form / Interview

	<ul style="list-style-type: none"> • Experience of influencing and motivating others to form positive relationships at all levels to achieve continuous improvement and transformational change • Experience of liaising with internal and external audit at a senior level • Demonstrable experience of using data and metrics to inform strategy and decisions • Senior experience of planning and delivering efficiencies in large and complex organisations • Good knowledge of legislation and regulations governing the range of activities performed • Experience working as part of cross-sector groups, representing an organisations' interests at local, regional and national level 			
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<p>Skills/ Attributes</p>	<ul style="list-style-type: none"> • Ability to manage conflict effectively • Ability to develop strong and enduring working relationships • Leadership, facilitation and mediation skills • Ability to develop strategy and translate into achievable objectives • Ability to influence and negotiate internally and externally • Capability in managing changing priorities, multiple challenges and demanding workload • Innovative and creative approach to problem solving 	<p>Interview</p>		
<p>Any Other Relevant Criteria</p>	<ul style="list-style-type: none"> • The role will require working across all College campuses • The role will require frequent travel within the Fife region and across Scotland • The role will require out of hours work 			



Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.