



Job Description

Job Title: Vice Principal
Senior Management Team

Responsible to:
Principal & Chief Executive



Job Purpose:

To provide effective strategic leadership to enable the achievement of the College's vision, ambitions and strategic priorities.

Responsible for the departments and Directors within the Finance, IT and Digital Transformation, Communications, Engagement and Student Experience, and Campus Operations teams



Job Description Updated June 2024

Working at West



Duties and Responsibilities

- To lead the College with the Principal & Chief Executive and Vice Principal, Educational Leadership.
- To contribute to the development and delivery of a College Strategy that will meet the vision, strategic priorities and Regional Outcome Agreement and monitor the progress and performance of the College against these.
- To have overall responsibility for the development and implementation of appropriate strategies within the operational Directorates/Departments.
- To provide visionary leadership to the Operations Senior Management team to deliver against agreed strategies and achieve business excellence.
- Monitor the progress and performance of the Operations Directorates/Departments against the college's strategic priorities.



Duties and Responsibilities

- To prepare reports and fully participate in meetings of the Executive and Senior Management Team.
- To actively contribute to the West College Scotland Board meetings and the Corporate Development and Audit Committees.
- To lead on the shaping of the agendas and forward look for the Corporate Development and Audit Committees, including overseeing preparation of associated papers, briefs and submissions to the Board and Committee.
- To ensure delivery of good practice in relation to financial management, risk and compliance.
- To ensure financial compliance with all relevant statutory and regulatory requirements and the objectives set by the Scottish Funding Council and College Board.



Duties and Responsibilities

- To protect public funds and oversee the process for compiling the Annual Accounts, ensuring they are completed in accordance with requirements of the Scottish Funding Council.
- To have overall responsibility for legal compliance in relation to the human and physical aspects of the college.
- To have overall responsibility for the College estate, including new campus development.
- To have overall responsibility for Business Continuity Planning.
- To develop and embed an ethos of customer service and performance management to ensure high quality and continuous improvement in service delivery.



Duties and Responsibilities

- To drive business process improvements to improve productivity and to make services more effective and efficient for staff and students.
- To lead on the development and implementation of a business improvement strategy that will support long term financial sustainability.
- To represent the College at a Sector level.
- To take a lead role within the College in engaging and liaising with external partners and agencies, including Colleges Scotland, the Scottish Funding Council and Scottish Government.
- To deputise for the Principal & Chief Executive as required.



Generic Duties

- Participate in professional development planning.
- Work collaboratively with College staff.
- Contribute effectively to planning processes.
- Adhere to all health and safety requirements and College policies.
- Carry out any other duties that may be reasonably requested by the line manager and College, within the terms and conditions of the post.
- Contribute to the College's Business Continuity Planning.
- Participate in the evening class duty manager rota and have operational responsibility for the College during periods of duty.