



Person Specification

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



Person Specification Updated June 2024

Working at West

Essential

**Qualifications
and
Training**

- Degree or SCQF level 9.
- Evidence of Continuing Professional Development.
- Member of a relevant professional body.

**Work
Experience**

- Extensive experience of leading a multi-disciplinary senior management team.
- Experience at Board level with a good understanding of corporate governance.

Desirable

- Chartered Accountant qualification
- Fellow of a relevant professional body

- Experience at a senior level in FE/HE sector.
- Experience of working in a multi-site organisation.

Essential

Work
Experience
Cont.d

- Proven track record in shaping the strategic delivery of professional services that has resulted in improvements in the effectiveness, reputation and influence of an organisation.
- Experience/ working knowledge of legal and financial frameworks including Freedom of Information (Scotland) Act, Data Protection Act and key employment and financial legislation.
- Experience of developing and implementing strategies.
- Experience of preparing and successfully implementing strategic and operational plans and setting and achieving targets through others.
- Experience of leading organisational change.
- Experience of stakeholder management and partnership development at local, regional and national level.
- Experience of budget preparation and effectively monitoring and controlling expenditure.

Essential

- Effective leadership skills
- Ability to make sound, well considered, evidence-based decisions and judgements.
- Excellent communication skills, verbal and written.
- Strong personal and influencing skills which generate confidence, respect, credibility and trust.
- Effective prioritisation and organisational skills
- Excellent IT skills.
- Skilled in the use of digital and social media.
- Financial and resource planning, control, monitoring and management at a strategic level.

Knowledge
and Skills

Desirable

- Financial and resource planning, control, monitoring and management at a strategic level in a public sector environment.



Essential

Personal
Qualities

- Visionary leader
- Self-motivated, flexible and adaptable with positive approach to managing change.
- Well organised, creative problem solver.
- Team player and inspirational role model.
- Strategic and creative thinker with a positive attitude.
- Emotional intelligence – calm in the face of adversity and able to work in a fast-paced environment with high drive and energy levels.
- Willingness to work flexibly, including attendance at evening events/meetings both internal and external to the College as a senior postholder of the College.

Other