JOB DESCRIPTION

Job Title: Quality Improvement Manager		**Ref No:**	**JE Ref:**
Department: Education, Skills and Community Wellbeing	**Band: QMI01**	**Location: Dumfries and Galloway**	
Responsible To:	Head of Education (Quality and Curriculum)		
Responsible For:	All staff and resources within Education Quality Improvement service.		
Job Purpose:	• Working with the Director, Heads of Service, Elected Members and other colleagues to contribute to the achievement of Council priorities and outcomes. • Plan and deliver quality assurance and improvement in all schools, operational management arrangements for schools, including line management of Headteachers. • Manage the Directorate's arrangements for school self-evaluation, curriculum support and education policy in early learning, primary and secondary schools. • Develop and improve services to ensure that the Council delivers its priorities, strategic objectives, and meets operational and statutory obligations. • Take responsibility for the management of the functions and services assigned. • Support transformational change and continuous improvement throughout the Directorate by positively challenging culture, systems and processes.		
Main Responsibilities:	• To support the Director and Heads of Service in the corporate and strategic leadership of the Directorate to deliver Council priorities. • Contribute to leadership, vision and strategic direction to areas assigned in partnership with the Director, Heads of Service and Elected Members. • Challenge poor practice or accepted positions both within and out-with area of responsibility. • Assume budget, resource and management responsibility as delegated by the Chief Executive, Directors, Heads of Service and Council Standing Orders. • Manage functional areas within the Service including, but not exclusively: quality assurance and improvement to ensure that the Council meets its duty to provide education. • School self-evaluation, quality improvement and assurance, performance, standards and quality reporting. • Curriculum for Excellence, including oversight of education policy in all schools and appropriate curriculum support to raise attainment. • Arrangements in relation to HM Inspections including those associated with preparation and following through reporting of schools. • Relationships with Education Scotland.		

- Ensure that the work of the Directorate is informed by and benefits from the provision of technical/specialist expertise in the assigned areas.
- Embed the performance management culture and drive continuous improvement of services through Best Value arrangements to improve outcomes for communities of Dumfries and Galloway.
- Contribute to the development and monitoring of the Directorate Business Plan which supports the achievement of Council objectives and be accountable for relevant aspects of its delivery and performance.
- Develop, implement and utilise appropriate, sufficient and timely management information to monitor and control the use of resources.
- Formulate and deliver team or service plans and manage complex tasks.
- Positively contribute to the delivery and implementation of the Single Outcome Agreement and actively engage in Corporate and Directorate based initiatives.
- Manage key programmes and projects within the Directorate.
- Ensure effective and efficient service delivery ensuring a value for money approach to the utilisation of resources.
- Ensure that resources (including people and property) are optimised and controlled effectively by the development, implementation and monitoring of robust financial arrangements in compliance with the Council's Financial Management Framework.
- Provide accurate, timely and professional guidance to the Director and Heads of Service and ensure the discharge of all relevant statutory responsibilities.
- Support the effective management and development of employees across the Service to deliver objectives in accordance with the Council's Workforce Strategy ensuring they are skilled, empowered, valued, motivated and high performing.
- Contribute to the development of a positive culture across the Directorate, ensuring that the Council's Values are promoted.
- Ensure that appropriate activities comply with Standing Orders, Financial Regulations and Codes of Practice.
- Understands political environment and responds appropriately to needs, displaying empathy and sensitivity.
- Participate in the interface between Elected Members and Officers supporting the democratic processes and providing advice on policy and professional matters.
- To undertake any other duties as the Director or Heads of Service may require.
- Represent the Directorate and the Council as required at meetings, working groups and other events as required.

These responsibilities are not exhaustive and may be added to or amended consistent with the job purpose.

Performance Management	• To manage your own performance and any staff you are responsible for in accordance with the Council's Values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan, as agreed in the Performance Development Review process, and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.	
Prepared by:	**Chief Education Officer**	**Date: 9 September 2022**

Jan 2012 //HR