Deputy Principal

UHI Orkney

At a glance:

Grade: NJNC Promoted Lecturer Point 3
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include a wide range of activities and responsibilities. You will have leadership and overall management responsibility for ensuring the quality, financial efficiency and overall effectiveness of a number of academic subjects and support areas within the College.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

35 days annual leave, inclusive of Public Holidays (pro-rata) increasing to 40 days after 5 years continuous service	
Scottish Teachers Pension Scheme	Comprehensive induction process
Maternity, Paternity and Sick Pay	Employee Assistance Programme

Main Duties and Responsibilities

Leading, directing and managing staff within specific curriculum and allocated support areas of responsibility.
Supporting Curriculum Leaders to deliver a high-quality curriculum across a range of academic areas, promote curriculum change and development, identify and evaluate opportunities for new programmes of study.
Participate in the strategic planning, operational management and budget setting and monitoring processes for the College.
Collaborating with UHI across network teaching and research and being the voice of UHI Orkney in UHI management settings. Responsible for ensuring that a culture of quality and continuous improvement is embedded and maintained across the College.
Act as a leader for change within the College, to ensure it is 'fit for purpose' in terms of Orkney wide and National drivers.
Create and sustain effective partnership working with stakeholders and employers at strategic level.
For up to 9 hours per week, delivery of lecturing/other class contact duties or research should applicant wish.
Preparation of formal reports for a wide range of internal and external stakeholders.
Deputise for the College Principal as required.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and Good Conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Honours Degree or other SCQF level 10 qualification in an area relevant to the curriculum remit.
Significant experience of lecturing in further/higher education including experience in curriculum design and development.
Significant and relevant management experience
Significant experience of leading and delivering change in FE, HE or local government settings.
Proven track record of successful project management and achievement of outcomes relevant to UHI Orkney
Proven track record of solving unexpected, time sensitive, unusual or difficult problems
Proven track record of addressing longer term strategic issues
Knowledge of current developments within the Scottish FE/HE Sector.
Registration with GTCS as Lecturer or the requirement to gain full registration within 5 years: If choosing to lecture

Requirements of the Role

Disclosure/PVG:	Level 2 with PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly