Edinburgh College

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	**Curriculum Head of Business Management & Digital Innovation**
Grade	**Head of Department**
Reports to	**Assistant Principal**

Position summary

Role Purpose:

Reporting directly to the Assistant Principal Curriculum, the Head of Business Management, Core Skills (maths) & Digital Innovation will lead the development and delivery of high-quality industry aligned education across these dynamic subject areas. The role will deliver innovation in curriculum design and teaching practice, ensuring programmes reflect the latest global trends in digital transformation, emerging technologies, cyber resilience and international business strategy. The postholder will champion pedagogical excellence and the integration of digital learning, fostering an environment where students are empowered to develop technical, analytical and entrepreneurial skills. By working in close partnership with employers, professional bodies and college teams, the role will ensure learners are equipped with the knowledge and capabilities to thrive in a rapidly evolving digital landscape.

You will play a key role in leading, motivating and supporting all staff within the Department to ensure effective delivery of services to students through clear communication of business objectives and alignment of individual and team objectives within the College Strategy.

Responsible for:

- Promoting a culture of innovation and collaboration
- Leading a significant, diverse and interdisciplinary curriculum
- Leadership, organisation and delivery of courses
- Implementation of significant change
- Supporting staff to understand the strategic direction of the college
- Supporting the Assistant Principal in the development of the Operational Plan

Line management responsibilities (if applicable)

- Direct line management of Curriculum Team Managers and departmental support staff
- Leading recruitment processes to attract high-calibre staff
- Supporting professional growth and development of team members
- Managing staff attendance, performance, and leading formal HR procedures including grievances and disciplinary actions
- Workforce Planning and development of staff

Main duties

Duties/responsibilities (Note: it is helpful to organise these into sections)

The Head role will revolve around providing strategic leadership and management of the department. You will be accountable for the academic excellence, staff performance and operational efficiency of your area, ensuring it aligns with the broader goals of the college.

The role will require expertise and knowledge primarily within Business management, Financial Services, Core Skills or Digital Innovation that will align with the colleges Transformation Plan priorities and the successful candidate will ideally have a professional qualification in Business, Cybersecurity or Computing.

Strategic planning & direction

The Head of Business Management & Digital Innovation will also undertake one of the following 'strategic' leadership roles:

- Commercial Partnerships & Alternative Income Generation - To drive revenue growth and diversify income streams through internal and external partnership working. To explore and develop innovative avenues for income generation, including micro-credentials, expanded online programmes and partnerships with local and national stakeholders
- Quality of Learning, Teaching & Assessment - To drive and embed a culture of continuous improvement in learning, teaching and assessment practices across the college. To play a lead role in ensuring high-quality education, outstanding student outcomes and the college's adherence to QAA standards and processes.
- Recruitment, Retention & Progression: Student Pathways & Articulation - To play a critical leadership role in shaping the student experience from initial engagement to successful completion and beyond within the college. To lead on the development and implementation of strategies to attract and enrol students; foster a supportive environment to maximise retention and achievement, and ensure students are well-prepared for their next steps, whether in further study or employment.

Leadership & Management

- Knowledge and understanding of current and future regional needs in regard to skills, qualifications within Business management, Financial Services or Digital Innovation aligned to Transformation Plan priorities growing our cybersecurity provision.
- Ability to set and communicate a clear vision and strategic direction for the department's goals.
- Expertise in assembling and managing high-performance teams, fostering a culture of collaboration, and empowering team members to contribute to the success of the department
- Skills to lead the planning and delivery of curriculum area activities and services with effective student engagement, including timetabling
- Ensure that the curriculum area has the staff competences and adaptive capacity to respond to challenges and realise opportunities
- Capacity to navigate complex challenges, identify innovative solutions, and adapt to evolving technologies and regulations within the college landscape
- Seek to maintain and develop partnerships with key regional stakeholders such as SDS, Local Authorities, schools, universities, and industry partners in relation to curriculum development, knowledge exchange, and pathways to learning and employability

Development and Action Planning

- Through widespread consultation and effective engagement, produce development plans, action plans and project management plans
- Ensure that appropriate stakeholders are fully involved in planning and implementation
- Ensure that all planning and implementation is completely consistent with and complementary to the objectives of other teams and the College overall

Quality Assurance, Improvement & Enhancement

- Maintain up-to-date course structures and materials that meet Awarding Body standards and expectations
- Oversee the implementation and compliance of internal and external verification processes
- Drive quality review and enhancement initiatives within the curriculum area, in accordance with the College's continuous improvement framework
- Chair HGIOLT meetings and produce self-evaluation reports and improvement actions plans; monitor and report on progress.
- Meet with ECSA/class reps to discuss learning and teaching experiences
- Play an active role in the QAA TQEF Internal and External review process

Performance Monitoring and Progress Reporting

- Oversee the collection, analysis, and clear communication of performance and progress data
- Evaluate key performance metrics thoroughly, benchmarking against internal standards, sector-wide practices, and broader educational benchmarks where relevant
- Ensure that monitoring and reporting processes consistently inform and drive continuous improvement initiatives
- Establish and review staff performance expectations, linking individual contributions directly to measurable progress and impact

Policy Delivery & Compliance

- Ensure curriculum staff are fully informed of applicable College policies and adhere to them in practice
- Contribute to the creation and refinement of policies that offer clear, actionable guidance for institutional operations and staff conduct
- Lead the completion of Equality Impact Assessments within the curriculum area
- Guarantee that all curriculum planning and delivery aligns fully with established policy frameworks
- Take responsibility for health and safety compliance across the curriculum area

Operational Targets & Accountability

- Define and pursue ambitious goals that clearly support both College-wide and curriculum-specific priorities, with measurable alignment to national benchmarks
- Strengthen the curriculum area's reputation across internal, local, regional, and national platforms through the quality and influence of its work
- Share achievements and impact of the curriculum area with relevant stakeholders through effective communication strategies
- Proactively identify areas for improvement while amplifying existing strengths to drive continuous growth

Managing Budget & Finances

- Oversee departmental budget management, authorising expenditure in accordance with financial governance protocols
- Lead financial reporting processes, demonstrating prudent cost control and resource optimisation

- Explore and secure sustainable funding opportunities to support long-term curriculum development and reduce reliance on public sources
- Promote financial literacy and business acumen among curriculum area staff to enhance operational effectiveness

Maximising Collaborative Connections

- Position the curriculum area as a key contributor to relevant initiatives at local, regional, and national levels
- Cultivate strategic partnerships and networks that enhance the visibility and impact of curriculum activities
- Take a leading role in college-wide and cross-sector projects, contributing expertise and fostering collaboration

Breadth & Depth of Role

- The scope of the role is broad and multifaceted, encompassing a wide array of demanding functions and services that reflect the intricate nature of college provision in these areas
- Innovative Thinking
- The role involves managing multiple complex challenges and requires a strong instinct for creative thinking and innovation. The post holder must demonstrate initiative, adaptability, and sound judgment in responding to emerging situations, as well as possess effective project management skills

Note: In addition to these duties, employees are required to carry out such other duties as may reasonably be required.

Knowledge/Qualifications

Essential:

- SCQF Level 9 or equivalent qualification in Business Management, Financial Services, Cybersecurity or Computing
- Recognised teaching qualification such as TQFE or an equivalent credential
- Strong interpersonal and communication skills, with a focus on clarity and collaboration
- Expertise in designing and structuring curriculum aligned to national and regional skills demand

Desirable:

- Experience in leading and delivering structured projects
- Possession of assessor and verifier certifications
- Demonstrated leadership in internal verification processes.
- Industry recognised qualification in Cybersecurity

Experience

Essential:

- Extensive recent experience in leading a team in one of the following areas Business Management, Financial Services, Cybersecurity or Computing

- Skilled in managing staff teams, supported by relevant leadership experience
- Strong background in collaborative, team-based working environments
- Hands-on experience in quality assurance and continuous improvement
- Proficient in managing budgets and optimising resource allocation
- Track record of effectively resolving complaints
- Committed to fostering student achievement and progression
- Highly organised with strong time management abilities
- Experience in academic scheduling and curriculum planning
- Proven track-record leading teams to improve KPI's
- Proven track-record leading teams and improving culture
- Proven track-record in developing curriculum areas relating to departmental efficiencies and improvements
- Proven track-record in meeting college targets

Experience of, and, interest in:

- Commercial Partnerships & Alternative Income Generation, or
- Leadership Learning, Teaching & Assessment, or
- Leadership in Recruitment, Retention and Progression: Students Pathways & Articulation
- Demonstrated success in leading departmental operations and driving strategic initiatives Extensive experience in workforce

Desirable:

- Industry stakeholder consultation experience
- Successful history of partnership negotiation with external organisations

Abilities/Skills

Essential:

- Evident strength in leading teams and managing performance
- Exceptional communication skills across written, verbal, and interpersonal formats
- Ability to prioritise tasks and deliver outcomes efficiently
- Skilled in cultivating a positive and collaborative team culture

Desirable:

- Industry-relevant skills in Business, Computing and/or Cyber Security

Date Completed	**Oct 2026**
Authorised (Head of Faculty/Department)	**S Warden**
Reviewed/updated on	**28/10/2026**