

POSITION PROFILE

Principal & Chief Executive



Livingston James

Welcome from the Chair of Governors	3
About West Lothian College	4
The Role	5
Candidate Profile	8
Remuneration & Recruitment Process	11



Welcome from the Chair of Board of Governors

"I am keen to ensure the College maintains its high standards of learning and attainment which are current priorities for all at West Lothian College"



Thank you for your interest in the role of Principal and Chief Executive of West Lothian College.

Since moving to its new site in Livingston in 2001, West Lothian College has been building on its success to offer vocational learning for further education to meet the needs of the region. With an established history going back to 1965, the College has been able to use strong foundations to deliver high calibre learning using modern facilities to the West Lothian community.

As Chair of the Board of Governors, I have been keen to ensure that the College maintains its high standards of learning and attainment which are current priorities for all at West Lothian College. Student involvement is key in all that we do and the Student Voice is an integral part of the day to day running of West Lothian College. With the support of a strong Board of Governors bringing a wealth of knowledge from diverse backgrounds, there is a clear strategy to keep West Lothian College at the forefront of excellence in further education.

As a single campus College, I feel that there is a sense of community at West Lothian College with some 8000 students and 280 staff (FTE), while still being a major influencer in the further education sector with a significant size of operation. To give you a sense of the size of West Lothian College, the combined operating income in 2015-16 was around £15m and this consisted of both government funding and commercial income.

The population of West Lothian is growing and is one of the youngest in Scotland; a current population of 177,000 which is set to increase by 19% over the next 20 years. I am keen to see West Lothian College develop high quality learning and teaching to increase the student and employer base now and in the future.

I wish you well with your application

A handwritten signature in black ink, appearing to read 'Alex Linkston'.

Alex Linkston

About West Lothian College

Its vision is to be “a college which delivers a highly skilled and enterprising workforce of the future”



West Lothian College is an award winning provider of further education based in Livingston, West Lothian. Offering the widest range of academic and vocational qualifications in the area, it has the vision to be a “college which delivers a highly skilled and enterprising workforce of the future”

With a vibrant, modern and innovative learning environment, the College is well equipped to ensure that students have the best facilities and resources to help develop their learning and skills. Focused on being innovative in the delivery of high quality learning and supporting the needs of young learners, the College is renowned for its successful collaborations with external partners.

The college were also an early adopter and pathfinder for “Foundation Apprenticeships” and their successes include:

- Gaining accreditation for work in Science, Technology, Enterprise and Mathematics (STEM) and signing an innovative partnership with a leading Indonesian college
- International staff and student exchanges in 2015-2016 to Germany, Morocco, France, Netherlands, Romania, Spain, Italy, Turkey, Greece, Sweden, Gran Canaria and Thailand.
- 2015 and 2017 Winners of the “Best Restaurant in South East Scotland Award” voted for by the Scottish public for the College’s hospitality training facility the “Terrace Restaurant”
- Having secured investment, the college has completed recent extensions to its facilities with a new engineering multi-purpose workshop and a purpose built state of the art fitness suite to complement the existing sports hall. These are supporting the college to extend its curriculum further with programmes in construction, engineering and sports and fitness.
- Most recently receiving a national accolade (National Enterprise Educator Awards) for delivering exceptional enterprise or entrepreneurship education inside or outside the curriculum
- Having a strong sense of partnership with employers and West Lothian Community Planning Partnership
- 2016 Education Scotland full review which recognised the effective leadership of the college

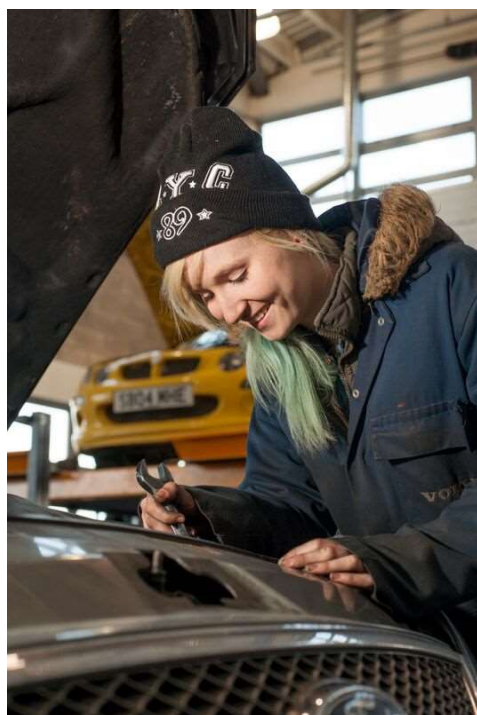
The Role

Job Title:

Principal & Chief Executive

Reporting to:

Board of Governors



Key Priorities

- Ensure the college continues to be viewed as a high performing institution that firmly puts learners at the centre
- Improve student attainment and retention enabling learners to fulfil their potential and progress to positive destinations
- Lead engagement with local employers, community planning partners and providers of further and higher education pathways ensuring the college is respected by all its stakeholders
- Promote and enhance the reputation, profile and interests of the college, create and maintain strategic partnerships that will provide new opportunities for learners, the wider West Lothian community and commercial revenue growth
- Lead an innovative and responsive college that provides both wide ranging and appropriate curriculum choice for the expanding local population of West Lothian and reacts to changes in the external environment in order to maximise income generation and create new income streams

Key responsibilities

Vision & Strategy

- Develop with the Board of Governors and Senior Management Team a clear vision for West Lothian College, flexible and fit for the future to deliver on Scottish Government ambition and priorities.
- Lead the Senior Management Team to ensure widening access to the highest quality of learning and teaching, which meets the needs of learners, customers and partners.
- Build relationships and enhance partnership working, locally, regionally, nationally and internationally in order to raise the profile of the College, influence policy and deliver on regional and national outcomes.
- Develop a range of sustainable strategies to support the College vision to include Estates, Finance, People and Technology.
- Create a culture that fully reflects the College's values, leading by example with passion, credibility and visibility across the College.

The Role

Job Title:

Principal & Chief Executive

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Governance & Leadership

- Lead West Lothian College in pursuit of its objectives and operational activities and ensure all legal and other statutory obligations are fulfilled.
- Lead the strategic and Regional Outcome planning process in partnership with the Scottish Funding Council and the Board of Governors as its main educational advisor and involving students, staff and other stakeholders.
- Be the lead advisor to the Board, promoting highest standards of governance in the Colleges' affairs and to carry lead responsibility for implementing Board's decisions.
- Effectively discharge the role of Board Member, whilst also representing the College to ensure effective monitoring and reporting of all key matters to the Board through its sub Committees.
- Lead and report to the Board on the development of the Strategic Risk Register to ensure effective realisation of all College aims and objectives.
- Work within the context of Financial Regulations and the Financial Memorandum to provide assurance that all funds are deployed appropriately, resources used effectively and that the terms and conditions of the funding bodies are met.
- Ensure that the College complies with its statutory and regulatory responsibilities (including Health, Safety and Environment, Safeguarding, Equality and Diversity)
- Along with the Chair, act as the College Representative on the Employer Association and contribute to national discussions on the workforce for the future, national bargaining and aspirations for the sector.
- Further develop a strategy of continuous improvement ensuring robust and effective quality assurance systems are in place and standards are maintained and improved.

The Role

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Operations

Lead the Senior Team to achieve success for West Lothian College learners by:

- Enabling, fostering and obtaining performance from others.
- Growing, developing and sustaining the College's business to include the development of non Scottish Funding Council income streams.
- Ensuring ethical and responsible stewardship in accordance with the College's values.
- Ensuring the highest quality student journey is delivered and the student voice is encouraged and heard throughout the organisation through strong student engagement.
- Building effective relationships with the Scottish Government, Scottish Funding Council, West Lothian Council, NHS Lothian, West Lothian Community Planning Partnership, Edinburgh & South East City Deal Regional Partners, secondary school and university partners, amongst others to build confidence and support for West Lothian College as a provider of education, employer and part of the community of West Lothian.
- Setting, measuring, monitoring and achieving all targets identified in the Regional Outcome Agreement and those set by the Board.
- Sustaining and supporting an organisational structure that is fit for purpose and serves strategic priorities.
- Implementing all staff Terms & Conditions and Policies & Procedures as nationally agreed through the National Joint Negotiating Committee.
- Fostering high quality employee relations through extended local partnership working

Candidate Profile

As an innovative, solutions focused and visionary leader, you will have direct and relevant experience in curriculum development coupled with delivery against key strategic priorities, demonstrated by a record of achievement in a senior leadership role.



Qualifications

Essential

- Degree in relevant area or subject
- Leadership or management qualification or demonstrable evidenced experience in this area

Desirable

- Post Graduate qualification
- Recent evidence of professional development

Professional Experience

Essential

- A significant and successful track record of strategic leadership, and management at senior executive level in a complex environment
- Strong exposure to curriculum development and academic innovation
- Extensive experience of building valuable and influential relationships with individuals and organisations at a regional level
- Proven ability to deliver successful outcomes working with regional and national partners
- The ability to lead others with energy and enthusiasm, to command respect and to provide an environment where others will feel motivated to achieve outstanding results
- Proven ability to deliver ambitious, innovative and complex tasks and projects with exceptional outcomes
- Knowledge of the complex educational and political environment in which the College operates
- Responsibility for and track record in financial accountability and governance working at Board level
- Evidence of working within legislative and regulatory framework

Candidate Profile

The successful candidate will be passionate about delivering learner outcomes and be able to demonstrate their energy, drive and enthusiasm for this opportunity.

An accomplished communicator, you will have instant credibility when engaging with both internal and external stakeholders alongside a proven track record of creating partnerships and encouraging increased collaboration.



Desirable

- Considerable experience as a senior executive in the education or training sector
- Experience of working successfully with local and/or national government agencies
- Understanding the needs of key sectors of the West Lothian regional economy
- Proven entrepreneurial approach to income generation balanced against a working understanding of risk management

Personal Attributes

Essential

- A respected and visionary leader with a recognised ability to inspire others
- The ability to operate resiliently and effectively under pressure
- A passion for education and learners' success
- An innovative thinker with well-practiced analytical skills and judgements in complex and unique situations
- A highly skilled negotiator with a record of achieving successful outcomes and building excellent relationships and partnerships with a wide range of stakeholders
- A strong sense of purpose and courage, with a personal drive to achieve
- Effective prioritisation and organisational skills
- Absolute personal integrity – the public profile of the college is of paramount importance
- Determination to advance equality and diversity through all aspects of College life
- Strong ambassadorial and presentation skills with the ability to express views convincingly and coherently using a variety of media
- Personal presence to stand out from the crowd and be seen as a leader who will gain the support and confidence of all stakeholders
- Commitment to personal and institutional improvement
- Significant personal drive and resilience

Candidate Profile

Desirable

- Experience of working successfully within tight financial constraints
- Experience of working in a complex and changing environment of staff relations
- A champion of information and communication technologies



Remuneration & Recruitment Process

Job Title:

Principal & Chief Executive

Reporting to:

Board of Governors

Remuneration

The role offers a salary of £90,000 – 110,000 and an attractive package of benefits and holiday entitlement

Recruitment Process

Interested candidates should provide a short covering letter detailing current circumstances alongside a tailored CV to Douglas Adam at douglasadam@livingstonjames.com.

Recruitment Timetable

Closing date for applications:	Monday 16 th April
Shortlist meeting	Wednesday 9 th May
Final Panel Interview*:	Thursday 24 th May

*Shortlisted candidates will also be invited to meet various internal and external stakeholders on the Wednesday 23rd May (Late afternoon for evening start)

