

## Job Description

**Job Title:** National Research and Improvement Manager  
**Reports to:** Head of Leadership, Governance and Research  
**Direct Reports:** CDN Associates

### Main Purpose of Job

This is a highly visible, proactive and influential role championing research and performance enhancement across a range of different disciplines in Scotland's colleges.

The post holder will:

- Lead and champion the design and delivery of our research and college improvement work
- Project manage core objectives set out in CDN's Strategic Framework and any other agreed projects that relate to enhancing performance in Scotland's colleges
- Ensure that our research and improvement work aligns with SFC Outcome Agreement and How Good is Our College priorities.
- Develop and deliver programmes, research projects and resources aimed at enhancing performance in Scotland's colleges.

### Key Responsibilities

- Managing CDN's new research and improvement work, ensuring that project plans are in place, objectives are met, budgets are agreed and effectively monitored and that quality standards are met.
- Coordinating and managing partnerships to deliver national collaborative projects and action-based enquiries, harnessing the expertise in Scotland's colleges.
- Developing and delivering a range of services and resources to enhance performance in Scotland's colleges.
- Developing and managing a range of research projects aimed at enhancing performance in the college sector.
- Providing data and reports as required.
- Contributing to the achievement of CDNs income generating strategy by seeking out commercial opportunities and/or securing additional sources of funding.
- Ensuring that projects align with HGIOC priorities (including impact reporting).
- Working closely with colleges and stakeholders to identify development needs across Scotland's colleges and design approaches to meet these needs.
- Ensuring best practice is shared across the sector via the services and support CDN provides.
- Effectively networking with college staff and key stakeholders for the benefit of the sector.
- Representing CDN and the sector on key forums, steering groups and short life working groups as required.

In addition, the post-holder will have other duties and responsibilities which will enable CDN to fulfil its objectives.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification equivalent to SCQF Level 10 (honours degree).</li> <li>• Evidence of a commitment to professional learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of conducting research and/or managing research projects in the education sector</li> <li>• Successfully developing or contributing to strategies and translating strategies/plans into deliverable activity</li> <li>• Successfully leading and managing multi-partner collaborative projects and budgets</li> <li>• Effectively working with key stakeholders to identify requirements and developing services and products in response</li> <li>• Successfully managing a range of consultants to delivery projects and objectives.</li> <li>• Working effectively with colleagues from a range of teams</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Scotland's tertiary education sector</li> <li>• Professional adult training and development</li> <li>• Project management</li> <li>• Performance management</li> <li>• Processes that ensure quality standards are developed/maintained</li> <li>• Teaching and curriculum development (desirable)</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Excellent presentation skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent planning and organising skills</li> <li>• Strong negotiating and influencing skills</li> <li>• Excellent team working skills</li> <li>• Strong project/task management skills</li> <li>• Ability to translate strategy/intentions into deliverable activity/work</li> <li>• Strong networking ability</li> <li>• Strong project management skills</li> <li>• Effective problem solver</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Thrive in a learning environment</li> <li>• Passionate about colleges</li> <li>• Passionate about enhancing performance</li> <li>• Ability to work flexibly and effectively respond to changes</li> <li>• Works effectively on a range of projects concurrently</li> <li>• Diplomatic and practices empathy</li> <li>• Solutions focused and a strategic thinker</li> <li>• Collaborative</li> <li>• People focused</li> <li>• Outcome and customer focused</li> <li>• Motivates and influences others</li> </ul>