Job Description

Job Title: Senior Manager: Research and Enhancement
Reports to: Head of Leadership, Governance and Research
Direct Reports: Lead, Research and Enhancement; CDN Research Associates

Main Purpose of Job

The post holder will:

- Lead and manage the work of the Research and Enhancement Centre
- Lead and champion the design and delivery of a national programme of research and enhancement for the college sector in collaboration with key sector leaders and agencies.
- Manage core objectives set out in CDN's Strategic Framework relevant to the Research and Enhancement Centre and any other agreed projects that relate to enhancing performance in Scotland's colleges.
- Ensure that our research and enhancement work aligns with SFC Outcome Agreement, and major developments such as the SFC's Coherence and Sustainability report recommendations.
- Develop and deliver programmes, research projects and resources aimed at enhancing performance in Scotland's colleges and providing significant regional and national impact.
- Manage CDN's processes for strategic planning and performance measurement.

Key Responsibilities

- Managing CDN's Research and Enhancement Centre, developing and maintaining the operational plan, 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.
- Working with the Research & Enhancement Centre Advisory Group, the CDN Board and Leadership Team and key stakeholders including Colleges Scotland and SFC to ensure that the work of the Centre responds to and meets the needs of the college sector and its stakeholders, including having a positive impact on the student experience.
- Improving collaboration across tertiary education and skills partners to develop systems wide enhancement.
- Developing and delivering a range of CDN services and resources to enhance performance in Scotland's colleges, including the development of the Centre website as a key research information resource.
- Developing, commissioning, and managing a range of action research projects aimed at enhancing performance in the college sector.
- Attend SMT and Board meetings as requested in relation their specific area of work.
- Providing data and reports to stakeholders as required. Drafting, editing and preparing reports for publication. Working with colleagues in Marketing to plan and deliver report launches and promotional campaigns.

- Contributing to the achievement of CDNs income generating strategy by establishing the CDN Research and Enhancement Centre as a credible service provider, seeking out commercial research opportunities and/or securing additional sources of funding.
- 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.
- Forging strong, collaborative relationships with a diverse network of senior stakeholders spanning Scotland's colleges and universities, partner agencies, and government.
- Representing CDN and the sector on key forums, steering groups and short life working groups as required.
- Managing CDN's processes for strategic planning including collation of horizon scanning and market research, creating meaningful data narratives and providing analytical reports to support future planning.
- Managing CDN's processes for performance measurement including the development and maintenance of the strategic objectives dashboard, quarterly and annual progress reports to the Board, and providing qualitative/quantitative data analysis to key stakeholders, both internal and external, to support business decision making. Supporting the review and ongoing development of KPIs, and the preparation of strategic planning documents

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

Person Specification

Qualifications	- Qualification equivalent to SCQF Level 10 (honours degree). - Evidence of a commitment to professional learning
Experience	- Demonstrated ability to lead complicated, fast-moving, multi-partner regional and/or national projects and interdisciplinary teams in the education sector. - Experience of developing and implementing strategies, whilst continually managing and improving services in an educational context. - Experience of working in collaboration with internal and external stakeholders to deliver improved services and performance - Successfully leading and managing budgets and income generation. - Recent experience of leading and managing teams and performance management - Experience of board-level reporting including the preparation of reports and proposals. - Working effectively with colleagues from a range of teams
Knowledge	- Scotland's tertiary education sector - Strategic planning and reporting - Professional adult training and development - Project management - Performance management - Processes that ensure quality standards are developed/maintained - Supporting corporate governance - Teaching and curriculum development (desirable)
Key Skills	- Excellent presentation skills - Excellent written and verbal communication skills - Excellent planning and organising skills - Strong negotiating and influencing skills - Excellent team working skills - Strong management skills - Ability to translate strategy/intentions into deliverable activity/work - Strong networking ability - Effective problem solver - Ability to lead the sourcing and generation of commercial income
Qualities	- Thrive in a learning environment - Passionate about colleges - Passionate about enhancing performance - Ability to work flexibly and effectively respond to changes - Works effectively on a range of projects concurrently - Diplomatic and practices empathy - Solutions focused and a strategic thinker - Collaborative - People focused - Outcome and customer focused

	• Motivates and influences others