

## Job Description

**Job Title:** Lead, Research and Enhancement  
**Reports to:** Senior Manager: Research and Enhancement  
**Direct Reports:** N/A

### Main Purpose of Job

The post holder will:

- Contribute to the achievement of the core objectives set out in the SFC Outcome Agreement, the CDN Strategic Plan and any externally-funded projects, with a particular focus on delivery of the work plan for the Research and Enhancement Centre.
- Lead and provide specialist support for the delivery of activities, projects, events and training aimed at supporting action research and enhancement at all levels in the college sector.
- Project manage original collaborative research and enhancement projects using researchers from the CDN research pool and other partners.

### Key Responsibilities

- Leading the development and delivery of the CDN Step Forward programme of action research-based projects.
- Facilitating identified national collaborative enquiry projects and action-based research, coordinating partnerships and harnessing the emerging research expertise in Scotland's colleges.
- Delivering and supporting a range of services and resources to support and enhance research activity in Scotland's colleges.
- Supporting the Senior Manager: Research and Enhancement in coordinating and project managing a range of regional and national research projects aimed at enhancing performance in the college sector.
- Providing data and reports as required and developing a knowledge base to support strategic planning, research and enquiry within and about the college sector.
- Contributing to the achievement of CDN's income generating strategy by the preparation and delivery of project proposals for commercial opportunities and/or additional sources of funding.
- Working closely with colleges and stakeholders to identify research development needs across Scotland's colleges and helping to design approaches to meet these needs.
- Providing support to the CDN research pool and network of emerging researchers in the college sector including organising training and development, network facilitation, writing and circulating updates and maintaining communication.
- Supporting the delivery of joint research projects and activities with key CDN partners including the Scottish Funding Council and Colleges Scotland.
- Ensuring key strategic priorities are embedded in all research and enhancement provision, including equalities, sustainability, access and inclusion, closing the attainment gap and DYW.



- Effective networking with college staff and key stakeholders for the benefit of the sector.
- Representing CDN and the sector on key committees, steering groups and short life working groups.
- Supporting the Senior Manager: Research and Enhancement in the management of CDN's internal strategy development, performance reporting and quality management systems.

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>• SCQF Level 10 (honours degree) qualification, or equivalent.</li> <li>• Evidence of a commitment to professional learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of leading and managing multi-partner collaborative enhancement projects within education</li> <li>• Leading research or data analysis within education</li> <li>• Production of research proposals/research grant applications</li> <li>• Report writing and editing</li> <li>• Working with key stakeholders to develop and enhance services and products</li> <li>• Development of KPIs and performance management</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 college sector and the wider tertiary sector</li> <li>• Research activity in colleges and/or tertiary education</li> <li>• Effective and innovative action research approaches</li> <li>• Education policy in Scotland and more widely</li> <li>• Project management</li> <li>• Organisational quality management and approaches to project risk management</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Excellent facilitation and 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> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Thrive in a learning environment</li> <li>• Passionate about colleges and educational enhancement</li> <li>• Ability to work flexibly and effectively respond to changes</li> <li>• Works effectively on a range of projects concurrently</li> <li>• People-focused, diplomatic and practices empathy</li> <li>• Solutions focused</li> <li>• Collaborative</li> <li>• Outcome, customer and commercially focused</li> </ul>