

**Job Description**

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| **Job Title** | Principal |
| **Department** | Executive Management Team |
| **Responsible To** | Chair of the College Board |
| **Responsible For** | Leadership of College |
| **Salary** | Competitive salary in line with UHI partner College Principal salary levels |
| **Location** | Most appropriate College campus location agreed with the Chair |
| **Job Objective** |  |
| Responsible for the leadership of the College; its operational and strategic management, financial viability, the delivery of public value and achievement of internal and external key performance measures. |
| **Key Roles and Functions** |
| * In conjunction with the Board of Management, set the overall vision, mission and aims of the College through the Strategic Planning Process.
* Deliver the College’s strategic objectives
* Represent Argyll College UHI as a partner within the University of the Highlands and Islands developing influence and contributing to the positive development of the University as a tertiary educational institution.
* Create and exploit opportunities for the College, its staff and students.
* Ensure effective and efficient management of College resources.
* Monitor and ensure financial security and robustness.
* Ensure high quality delivery across all College services.
* Enable, foster and obtain a high standard of behaviour and performance throughout the College.
* Create a culture that fully reflects the college values, leading by example with passion, credibility and visibility across the college
* Grow, develop and sustain the College's business.
* Promote and effectively represent the College in its communities.
* Ensure ethical and responsible stewardship in accordance with the College's values, and in line with all statutory and legal requirements of the role.
* Represent the College on local and national bodies.
* Continue to upgrade own professional skills and knowledge.
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| **Key Duties and Responsibilities** |

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| * Originate strategic and operational planning strategies through board and relevant stakeholder engagement
* Provide leadership and support for the overall quality of the curriculum and the delivery of a high quality student experience
* Work closely with the Board to generate strategies for ensuring the College’s ongoing success.
* Actively contribute to and engage with the development of the University of the Highlands and Islands.
* Provide leadership and support to develop research activity across the College.
* Lead engagement with and build strong relationships with local employers, community planning partnerships and other key stakeholders to gain their support and ensure the college is respected locally and regionally.
* Develop and foster effective and imaginative communication channels across and outwith the College.
* Discharge the role of Accountable Officer.
* Create and maintain a safe and stimulating working environment for all students and staff.
* Improve student attainment and retention enabling learners to fulfill their potential and progress to positive destinations
* Assume overall responsibility for staff and student disciplinary and grievance procedures.
* Lead, guide and develop the work of the Senior Management Team to ensure responsive and effective implementation of College plans, and an organisational culture of engagement and continuous improvement.
* Ensure the College meets its Public Sector Equality Duties.

**The purpose of the job description is to indicate the general level of responsibilities of the post. The list is not exhaustive, but serves merely as a guide.** |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are expected to participate fully in such discussions. In all cases, it is Argyll College’s aim to reach agreement to reasonable changes but, where it is not possible to reach agreement, Argyll College reserves the right to make reasonable changes to your job description which are commensurate with your appointment after consultation with you. |