

Dear

Thank you for your email dated 4 September 2016 requesting the following information under FOISA:

1. Please advise the date that the incumbent CEO of Colleges Scotland took up position?
2. Please provide the role specification and job description of the CEO of Colleges Scotland?
3. Please also advise the current salary of the incumbent CEO of Colleges Scotland?
4. Please advise if any pay awards, increases, bonuses or discretionary payments have been awarded to this role since the incumbent individual has taken up position.

In response to your request please find detailed below the relevant information:

Question	Response
Please advise the date that the incumbent CEO of Colleges Scotland took up position?	Permanent CEO from 18 August 2014
Please provide the role specification and job description of the CEO of Colleges Scotland?	Copy attached
Please also advise the current salary of the incumbent CEO of Colleges Scotland?	£80,800 per annum
Please advise if any pay awards, increases, bonuses or discretionary payments have been awarded to this role since the incumbent individual has taken up position.	The following applies: 1. 2014: NA 2. 2015: pay award of £800 (1%), plus £100

If you are not satisfied with our response or our reasoning set out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to Shona Struthers, Colleges Scotland, at the address noted below. The request should:

- a) detail your request for a review of our decision to be undertaken;
- b) describe the nature of your original request; and
- c) explain the reasons why you are dissatisfied with our response.

Please contact:  
Shona Struthers  
Colleges Scotland  
Argyll Court  
Castle Business Park  
Stirling  
FK9 4TY

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether Colleges Scotland has handled your request properly.

Information relating to your right to seek a review is available from the Scottish Information Commissioner's web page at:

<http://www.itspublicknowledge.info/YourRights/Askingforareview.aspx> or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road,  
St Andrews  
Fife  
KY16 9DS  
Telephone: 01334 464610  
Fax: 01334 464611  
e-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

This concludes Colleges Scotland's response to your information request.

Regards

Shona



## Job Description (JD)

<b>Role:</b>	Chief Executive
<b>Reports To:</b>	Chair of the Board of Directors
<b>Direct Reports:</b>	Policy and public affairs staff

### Role Objective

The postholder will be responsible for leading Colleges Scotland to ensure the sector's views are heard and its interests effectively represented. The postholder will achieve this by working closely with sector leaders and key stakeholders to influence debate, shape policy, support work streams and lead effective campaigns/consultations.

### Main Duties and Responsibilities

#### *Leadership*

- Ensure Colleges Scotland provides the sector with a strong and effective voice as directed by sector leaders
- Develop a vision for Colleges Scotland and inspire staff and stakeholders to engage with the vision
- Represent the sector at a national level and enhance its reputation by ensuring credible representation at all times
- With guidance from sector leaders, develop a Strategic Plan and implement the plan to ensure services are aligned to the sectors long and short-term needs
- Secure strong parliamentary and media representation
- Develop and maintain effective working relationships with sector leaders and key senior stakeholders (including Government, MSPs/MPs, the Scottish Funding Council etc)
- Ensure Colleges Scotland's staff are effectively supporting the identified work streams, the Regional Chairs and members
- Effectively lead, engage and motivate all staff within Colleges Scotland and ensure staff continually operate in line with the values.

#### *Services*

- Develop strategies which will enable Colleges Scotland to effectively represent and campaign for the sector
- Ensure Colleges Scotland contributes to, and shapes, the public policy and education debate
- Ensure Colleges Scotland undertakes effective lobbying and influences funders and policy makers to gain effective outcomes for the sector
- Utilise research and intelligence to ensure services and activities have a robust evidence base and are, at all times, relevant to the sector's identified needs
- Agree KPI's with the Board and ensure Colleges Scotland meets its agreed performance expectations
- Ensure the team provides accurate analysis, information and professional advice to the sector and its leaders



- Ensure strong and credible public affairs and public relations processes are implemented, maintained and developed
- Ensure Colleges Scotland's services are continually delivered to the highest possible standard.

#### *Managing Finance and Resources and Governance*

- Be directly accountable to the Board for the proper conduct of the Colleges Scotland's affairs
- Ensure full compliance with legal, statutory and regulatory requirements
- Effectively manage the policy and public affairs team and monitor the team's performance against key aims, objectives, workplans and KPI's
- Ensure effective planning and management processes are in place and advise the Board on relevant actions and progress
- Be accountable for Colleges Scotland's financial affairs and ensure rigorous financial controls are continuously in place
- Develop processes which will enable staff to develop, learn and share good practice.

In addition to the duties and responsibilities noted above, the postholder will have other duties and responsibilities which will enable Colleges Scotland to fulfil its vision and achieve its mission.

## Person Specification (PS)

**Role:** Chief Executive

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• SCQF Level 10 (honours degree), Level 11 would be advantageous</li> <li>• Relevant media training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working at senior management level</li> <li>• Advising senior leaders/stakeholders on technical issues</li> <li>• Devising and leading national campaigns</li> <li>• Dealing with significant national challenges and achieving positive outcomes</li> <li>• Successfully influencing national policy and consultation processes</li> <li>• Being the voice for campaigns/consultation processes</li> <li>• Working effectively with Government, MSP's/MP's and the media</li> <li>• Proven business management experience</li> <li>• Developing, implementing and achieving strategic aims</li> <li>• Experience of aligning services to customers' needs</li> <li>• Working to high governance standards</li> <li>• Successfully working with key senior stakeholders and partners and building meaningful and lasting relationships.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Scotland's college sector</li> <li>• The policy/legislative framework within which colleges operate (within a post-16 educational context)</li> <li>• The legislative and policy development processes impacting on the sector</li> <li>• Media, public affairs and public relations strategies and campaigns</li> <li>• Effective corporate governance and associated processes</li> <li>• Economic and social factors impacting on Scotland</li> <li>• Strategic management and KPI's</li> <li>• Financial and resource management (including budget management and financial planning).</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Relationship management</li> <li>• Exceptional communication skills (verbal, written and presentation)</li> <li>• Political acumen/awareness</li> <li>• Proven lobbying and campaigning ability</li> <li>• Effective media/public relations and communication skills</li> <li>• Ability to translate strategy into deliverable activity</li> <li>• Proven leadership and people management ability</li> <li>• Exceptional communicator, motivator and influencer</li> <li>• Strong business acumen and finance skills</li> <li>• Effective people management skills</li> <li>• Excellent governance ability.</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Credible as a leader and sector representative</li> <li>• Confident/gravitas</li> <li>• Resilient in the face of significant challenges and set-backs</li> <li>• Customer, outcome and solutions focused.</li> </ul>