

Job description

Job title: SCQF Lead: Transnational Opportunities

Contract: Permanent, full-time.

Location: SCQF Partnership Offices, 201, West George Street, Glasgow/ hybrid

Salary Band: £38,522 – £45,320 (starting salary at the first spinal point of the band, progressing annually).

Reporting to: Head of Quality Enhancement and Recognition

Job purpose

This postholder will support the SCQF Partnership in a range of business development and research activities related to European and International work, with an overall aim of enhancing the global reputation of the SCQF.

Key activities will include supporting research and development projects, actively promoting an SCQFP consultancy service, and personally managing study visits.

The postholder will also support activities relating to both Quality Enhancement and Recognition of Prior Learning; this will include the delivery of workshops and quality review work.

Responsibilities

The postholder will:

- undertake research activities to support decision making in relation to new transnational projects and activities,
- manage transnational projects, including research projects and study visits,
- identify and develop opportunities to engage in peer review and sharing of experience in relation to RPL and quality assurance of NQFs with other countries,
- undertake research and project work to support SCQFP projects relating to RPL and quality assurance,
- contribute to the delivery of training and capacity building workshops relating to RPL,
- provide officer support to approval, monitoring and review teams to ensure the efficient operation of the Quality Assurance Model,
- contribute to the quality assurance activities in relation to colleges and HEIs as Credit Rating Bodies,
- identify and develop new business opportunities to work with partners in an international context,

- identify and attend key events that are beneficial for the SCQFP in building transnational activity,
- develop papers and support the work of the Quality Committee and other SCQF projects as required,
- work collaboratively with colleagues to take forward cross sectoral or cross functional projects,
- work with colleagues to provide quarterly performance reports on activity for internal and external use

Person specification

Essential criteria:

This role would suit someone with qualifications, experience and skills at SCQF level 9. The postholder will:

- be familiar with at least one aspect of the lifelong learning sector
- have some knowledge and understanding of qualifications frameworks and/or quality assurance principles,
- have a proven track record in business development and/or project management
- possess excellent communication skills, including the ability to produce high quality reports and documents,
- be a well organised manager of self and others,
- have strong influencing and motivational skills,
- be equally comfortable working on their own initiative or in a team setting,
- possess strong IT skills, including all core Microsoft products,
- show a commitment to our values of Collaboration, Integrity, Enabling and Respect.
- Be able to travel (including overseas travel).

Desirable criteria

- Understanding of the transnational agenda in relation to education and training
- Understanding of the concept of Recognition of Prior Learning