

- a) Provide effective management and team leadership in developing and planning the delivery of the services provided by the Education Service, taking the initiative and accepting responsibility for ensuring that these are designed and delivered to reflect local needs and expectations, that there is a corporate approach to service provision, and that effective outcomes are achieved.

Within this Service, the following specific responsibilities are included:

- b) To co-ordinate all curriculum development, including National Policy guidance and requirements.
- c) To lead arrangements for developing services for learning and teaching for 2 – 18 year olds to meet statutory education duties.
- d) Contribute to Regional Improvement planning undertaken in collaboration with partner authorities in the Northern Alliance Regional Improvement Collaboratives.

In addition:

- e) Promote change and innovation in accordance with the Council's vision, direction, core values and corporate goals, leading the development of new ways of working to support continuous improvement.
- f) Use resources appropriately to achieve best value results for the organisation and the wider community, keeping an appropriate balance between cost, quality and price.
- g) Develop service plans and continually review performance, striving to improve the quality and efficiency of the service.
- h) Advising the Strategic Management Team of actions to be taken to take account of any new legislation.
- i) Operating as a member of the departmental management team and lead in appropriate team meetings making a positive contribution to the department's leadership and progress in communicating and achieving corporate objectives.
- j) As a lead Education Officer for the Council, implement legislative duties as prescribed in the associated Acts.
- k) Liaise with other departments/services of the Council regarding the development of service provision and modifications to service level agreements.

2. **Service delivery:**

The Head of Education, Learning and Teaching will actively support and implement corporate objectives and be accountable for their delivery in accordance with Best Value. Take responsibility for the overall management of the service, ensuring that appropriate mechanisms are in place to deliver high quality services to service users.

In addition, introduce continuous improvement in the performance of the service, responding positively to statutory, and other external and internal requirements.

In particular:

- a) To advise on policies, programmes and projects for the rural, remote and island communities of the Council to ensure an integrated approach to the delivery of council services.
- b) To ensure effective liaison with all head teachers in the local implementation and review of national priorities for education, Standards in Scotland's Schools etc Act 2000.
- c) To jointly manage the Education central service.
- d) To co-ordinate the management of a consistent and value for money musical instrument instruction service across all schools.
- e) To manage effective

Person Specification:	
CRITERIA: E = Essential D = Desirable	
Education and / or professional qualifications	
E.1	Degree or equivalent, in a related subject.
E.2	Membership of a relevant professional body.
D.1	Evidence of Continuous Professional Development
Experience	
E.1	Proven record of achievement in a multi-functional organisation.
E.2	Commissioning and tendering large projects and services.
E.3	Experience in interpreting and managing complex financial and budgetary information.
E.4	Experience of formulating policy on complex issues.
E.5	Comprehensive experience of managing at a senior level.
E.6	Excellent presentation and communication skills
E.7	Experience of working in a political environment with elected members
D.1	Thorough understanding of the workings of Local Government.
D.2	Success in more than one service area.
D.3	Proven track record of leading change management.
Specific job-related knowledge	
E.1	Specific knowledge of Education and Children's Services legislation, policy and practice
D.1	Specific knowledge of legislation affecting Local Government.
Any additional job-related requirements	
E.1	The jobholder will be expected to travel efficiently and effectively between various work locations within Argyll and Bute and beyond to meet the operational requirements of the Service.
E.2	The jobholder may be required to work outside normal working hours.
E.3	The post is defined as "politically restricted" and is therefore restricted in terms of the Local Government and Housing Act 1989 as amended, and by the Local Government Officers (Political Restrictions) Regulations 1990 and 1998

Competencies

E.1 Level 4

Personal Qualities (Competencies) that are essential at recruitment stage:

Demonstrate resilience and integrity and lead through challenging circumstances

Actively promote and deliver equality of opportunity to employees and service users.

Foster good and effective partnership arrangements with a range of partners.

Value others by delegating responsibility and demonstrating trust within agreed boundaries.

Create a culture where innovation and managed risk taking are encouraged.

Highly developed negotiating skills over a wide range of issues.

Highly developed conflict management skills.

Articulate and perceptive.

Acts with calmness and resilience under pressure and responds positively to challenge.

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