

Job Description and Role Profile	 
Job Title:	Progression Manager
Accountable to:	VP, Dumfries & Galloway College VP, Borders College
Line managed by:	Project Lead, Dumfries & Galloway College Project Lead, Borders College
Direct Reports:	SOSEP reports as required for SOSEP project board updates. Internal SOSEP updates for the project leads.

1. Context

The post is key in the planning, execution and completion of the SoSEP “Get That Degree” Project, for South of Scotland Learners. Resourcing and coordinating the efforts of both colleges and a range of HE providers, plus any other key stakeholders, to deliver a range of articulation opportunities for students across both colleges. The post will develop timelines, objectives, and oversee quality and validation accreditation issues for the project’s life. The role will also support the college teams to market these opportunities.

2. Key Outputs and Tasks

2.1 Leadership and Quality Culture

Lead the “Get that Degree Project”, within the agreed timescale, using project management skills, reviewing and evaluating progress throughout.

Adopting a structured approach, by utilising techniques and skills, to support all relevant organisations in managing a range of articulation arrangements for the South of Scotland.

Effectively communicate and liaise with executive Leads at both Dumfries & Galloway College and Borders College and with key stakeholders. Present the necessary project updates to various parties as and when required.

Ensure there is alignment for delivery of all agreed and joint articulation projects between Dumfries and Galloway College and Borders College, using a range of communication skills.

Prepare, in collaboration with Project Leads, a schedule of timelines and milestones, using the appropriate tools for implementation in the Curriculum for 2020/21.

Support both Executive Teams, in driving and creating cultural change and creating a successful new way of delivering degree programmes for the South of Scotland, which embraces new methods of delivery and will lead to sharing best practice across the rest of Scotland.

Create and promote an environment of trust, respect and openness.

Comply with both Colleges policies and procedures

2.2 Delivery of learning and services to support learning

Working effectively with both colleges to ensure the curriculum teams and managers have the knowledge, skills and abilities required to deliver this new degree pathway in an innovative and cutting-edge way, embracing the £6.6 million investment from SOSEP across South of Scotland.

Motivate and oversee both colleges, in collaboration with the Project Leads, to influence and take positive action for the project’s duration.

Together with both colleges, ensure learners on any degree programme have the ability and opportunity to study full or part time, in a range of flexible delivery methods, which embraces the use of the digital technologies available throughout the South of Scotland.

2.3 Outcomes and Impact

To ensure the articulation project outputs are at outstanding levels of quality, are delivered on time and are aligned with “Get That Degree” values. These include creating a shorter journey life, increased opportunities for access to university provision for learners across the South of Scotland, supporting transition arrangement for learners on existing college HE programme on this new pathway, ensuring both organisations share and develop ideas to support innovative learning.

Identify and manage project dependencies and develop critical timelines, which will deal with changes to the articulation projects key values within the scope of the project.

Ensure the articulation project supports learner outputs that will enhance skills and development opportunities across the region. This will in turn develop knowledge transfer in both colleges across the South of Scotland.

Explore new goals that support business opportunities for growth through the project and share these new ideas with Project Leads and both college Executive Teams.

Discharge duties and responsibilities under both colleges Health and Safety Procedures which may include COSHH Assessments and participation in evacuation procedures as necessary.

Ensure all arrangements are in place for a successful validation for all articulation agreements.

Ensure better communication is achieved for this sector in terms of key stakeholder input and employer engagement around this new exciting opportunity for learners in the region with an emphasis on employers and SME businesses.

2.4 Capacity for Improvement

Support and challenge both college Executive Teams, academic teams and managers in their duties and responsibilities relating to the delivery of any new degree, including exploring new funding arrangements for delivery of degree programmes across the South of Scotland, to bring creative change solutions to support a culture change approach.

Produce and present progress reports, proposals, documentation and presentations that challenge standard delivery models for learners and facilitate dynamic change to learning processes.

Promote and champion a culture of organisational transformation for both colleges and Higher Education institutes involved with articulation.

Develop and cascade lessons learned, and ensure good practice is shared with all organisations for this new articulation model.

Support the Strategic Development of the South of Scotland Enterprise Partnership across the region.

Support both colleges in reflecting their own strategies, policies and procedures and share areas for improvement.

3. Role Profile				
Role and Context	Need to Do	Need to Know	Need to Be	Need to Have
<p>To plan and complete the new articulation arrangements for “Get That Degree” between Dumfries & Galloway College, Borders College and Higher Education institutes. The role will also oversee any necessary quality or control arrangements for its success and manage risk with the Project Leads for the articulation timelines. This post is key for the successful delivery of the articulation for South of Scotland learners.</p>	<p>Plan and deliver all arrangements to ensure “Get that Degree” curriculum arrangements are in place for 2020/21 delivery for learners.</p> <p>Ensure new technologies are at the forefront of cutting-edge delivery.</p> <p>Coordinate for both Colleges all aspects of the articulation arrangements, including internal and external communications and ensure these are effective for the articulation’s development. The articulation is aligned to the £6.6 million South of Scotland investment from SOSEP.</p> <p>Ensure all Project Leads and Champions are delivering and supporting the development of this new articulation opportunity for the South of Scotland and its learners.</p> <p>Proactively communicate progress to the South of Scotland NETWORK Teams.</p> <p>Share best practice and develop with team’s innovative change which will support a culture change to traditional learning.</p>	<p>Educated to SCQF Level <u>8/9</u></p> <p>Knowledge of working and engaging with learners in a rural context.</p> <p>Experience of articulation and external validation issues, with a variety of awarding bodies.</p> <p>Knowledge and context of the South of Scotland</p>	<p>Outcome focused</p> <p>Good communicator</p> <p>Problem Solver</p> <p>Influencer</p> <p>Analytical</p>	<p>Experience of working on validations and progression learning issues.</p> <p>Have a clear view and understanding of high-quality learning in an HE context.</p> <p>Focused on delivering a high-quality product for the South of Scotland.</p> <p>Think creatively and challenge concepts where appropriate.</p> <p>Excellent teamworking and partnership skills</p> <p>Be highly organised</p> <p>Have excellent communication skills with a variety of medium.</p> <p>Experience of working in FE and HE</p>

Date description created/revised	13 August 2019
Date of next review	
Manager signature	
Employee signature	
Date received by employee	