

FURTHER PARTICULARS OF ROLE

**Programme Team Leader in Rural Business Management
Edinburgh Campus
ACF/REES/019/21**

ABOUT SRUC

SRUC – A Higher Education Institute for the Rural Sector

SRUC (Scotland's Rural College) is a widely respected higher education institute dedicated to producing specialist research, delivering high quality education and providing comprehensive consultancy services in the rural sector within the UK and beyond. An organisation unique in Scotland and one of the largest organisations of its kind in Europe; we aim to lead the way in innovation and sustainable development in the agriculture and rural sectors at local, national and international levels.

A cornerstone of SRUC is our internationally respected research, which seeks to address the major challenges of growing global demand for food, climate change and dwindling natural resources. Drawing on this foundation of cutting edge research, much of SRUC's emphasis is on knowledge transfer and exchange.

A large part of the business is devoted to the education of over 6000 students, and by combining high quality relevant courses and excellence in teaching and support we are able to offer our students the opportunity to progress in their studies from access level right up to PhD.

Working closely with both education and research SAC Consulting is a division of SRUC which delivers leading edge advice and consultancy to over 12,000 clients in Scotland and the North of England. Our consultancy services for farm and rural business include diversification, crops, livestock, business management, food and drink and veterinary services.

We have approximately 1200 members of staff working in over 50 locations across Scotland, and the organisation's annual turnover is around £78m.

Our Ambitions

- Develop within SRUC academic resources which have national impact and global influence.
- Become a global leader in land-based research and consultancy services.
- Operate as a sustainable, well-resourced organisation with exemplary environmental credentials and real ownership amongst students, staff and stakeholders.
- Build on our assets and reputation.



DIVISION / FACULTY

Academic – Central

DEPARTMENT

Rural Economy, Environment and Society

TEAM

Rural Business Management Team

SRUC has a long record of delivery of education programmes within Rural Business Management and Agriculture. Programmes have always been developed in partnership with industry and have attracted students from across Scotland, the UK, and internationally. Current global challenges mean that the importance for education, evidence-led research and consultancy has never been greater. SRUC is uniquely placed to support the industry in meeting these challenges and equipping graduates with enhanced knowledge, skills and practices related to objective setting, use of technology, data handling, communications and business skills, and resource use efficiency. Current programmes of education include HND and BA(Hons) across the subject areas of Rural Business Management, but also masters teaching in Ecological Economics, Food Security and Environmental Protection and Management.

ROLE REQUIREMENTS AND RESPONSIBILITIES

The successful candidate will lead a team of rural business specialists and deliver courses across rural business and farm business management for a large cohort of students based at the Kings Buildings, Edinburgh Campus. We teach RBM at both HND and Degree level and also offer a RICS Accredited BA(Hons) Rural Business Management degree.

We are looking to recruit an enthusiastic academic with experience in delivery and management of rural business management courses at HND and Degree levels. There will also be opportunities for delivering at taught masters level. Candidates should have strengths in business management, including financial accounting and interpretation, and entrepreneurship ideally within the rural and farming sector. Additionally, knowledge of new developments in current rural and related policy, would be advantageous, as well as fostering strong links with local, national and international industry. RICS accreditation is desirable but not essential.

The post will cover Team Leader duties for the Rural Business Management Group at Edinburgh. This includes management and allocation of staff across programmes, curriculum planning and identifying resource issues and development opportunities. The post holder will liaise closely with the Head of Department and across campuses, specifically for provision of Rural Business Management decision making. The post holder would also have the opportunity to engage in SRUC's newly developed enterprise academy. The role also offers opportunities for conducting research around Rural and Farm Business Management.

Responsibilities:

- Manage a small team focused on delivering Rural Business Management and Financial Management to HND and Degree courses.
- Programme Leader for the HND and Degree in Rural Business Management
- Deliver modules within the RBM courses related to their expertise
- Allocate staff and resources within the team to deliver course portfolio
- Decision making for development of Rural Business Management, and related short courses and CPD

A current clean UK driving licence would be advantageous.

This position will be based in the Rural Economy, Environment and Society Research Group at SRUC, Kings Buildings, Edinburgh Campus. Informal enquiries may be addressed to Professor Andrew Barnes at Andrew.Barnes@sruc.ac.uk.

QUALIFICATIONS

The successful applicant will be expected to have a Degree and a postgraduate or professional qualification in a topic related to Rural Business Management, Financial Management, or Business Administration. Ideally a suitable educational professional qualification should also be held.

Proven successful teaching experience is essential and ideally experience in an educational management environment.

PERSON SPECIFICATION

Competencies	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none">• Degree in topic related to Rural Business Management, Financial Management, or Business Administration• Postgraduate or professional qualification in a topic related to Rural Business Management, Financial Management or Business Administration.	<ul style="list-style-type: none">• RICS Accreditation and/or membership of relevant professional bodies
Skills/Abilities	<ul style="list-style-type: none">• Effective organisational and time-management skills.• Knowledge of topics relevant to rural business management• Ability to work to deadlines.• Ability to work under own initiative and develop strong links with stakeholders.• Good IT Skills	<ul style="list-style-type: none">• Application of blended learning delivery• Knowledge of farm/rural business accounts• Involved in outreach activities with industry and accreditation bodies

Experience	<ul style="list-style-type: none"> • At least 2 years' experience of management of a team • At least 5 years' experience of delivery at SCQF Level 7-10 or equivalent level • Experience working with students or clients from a range of different backgrounds • Use of digital management information systems 	<ul style="list-style-type: none"> • Development of curriculum plans/new courses • Consultancy experience related to the rural sector. • Record of successful grant winning. • Experience of working with students in a distance learning environment.
Knowledge	<ul style="list-style-type: none"> • Knowledge of current rural policy issues • Knowledge and ability to apply policy, practice and procedures. 	
Other		<ul style="list-style-type: none"> • A current clean UK driving licence would be advantageous

ENVIRONMENTAL RESPONSIBILITIES

SRUC expects the post-holder to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently.

BRIEF STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

EMPLOYER (Head Office)

SRUC, King's Buildings, West Mains Road, Edinburgh EH9 3JG.

GRADE AND SALARY

The appointment will be made on the Grade 3 pay scale: £44,041 – £47,382.

Any cost of living increases are normally awarded on 1st August each year.

CONTRACT TYPE

Open ended / full time.

LOCATION

SRUC Edinburgh Campus, Peter Wilson Building, King's Buildings, West Mains Road, Edinburgh EH9 3JG.

HOURS OF WORK

SRUC has a normal working week of five days (Monday to Friday) of 37 hours (excluding lunch breaks).

Staff may be expected to attend occasional evening and weekend meetings/events. Reasonable notice will be given and the post holder may take compensatory time off in lieu (known as TOIL).

PROBATION

If appropriate, appointments are subject to a probationary period of 9 months after the start date to formally assess suitability for the post and to assess training needs. Regular meetings will be held during the probationary period to discuss and evaluate progress during this period.

BENEFITS

ANNUAL LEAVE

Initially annual leave is 25 working days per annum (rising to 26 working days each year after 2 years service, 28 working days each year after 5 years service and 30 working days each year after 7 years service).

Holiday entitlement for part-time staff is worked on a pro rata basis of the full-time entitlement.

PENSION

Subject to eligibility criteria, the default pension for teaching staff at SRUC is the Scottish Teachers Pension Scheme (STPS). Further details can be provided on request.

CYCLE TO WORK

SRUC can provide you with a new bicycle and the appropriate cycling safety equipment through a salary sacrifice scheme, providing the main use of the bike is for commuting to work. You will incur no tax and National Insurance on the benefit.

RAC MEMBERSHIP

All employees are eligible to join the RAC's discounted Membership Scheme which offers significant savings on normal subscription rates. Members can have more than one car covered. The number of call-outs is unlimited, although RAC reserves the right to review memberships and refuse renewals of memberships.

MOBILE PHONES

SRUC may provide a mobile phone to employees required to travel in the course of their duties.

FAMILY/LIFESTYLE FRIENDLY

SRUC is committed to assisting employees in achieving a work/life balance and has several supporting family/lifestyle friendly policies to reflect this. A brief outline of what is available to all employees is as detailed below:

Maternity pay and leave	26 weeks full pay + 13 weeks statutory maternity pay + 13 weeks unpaid (after qualifying period)
Adoption pay and leave	26 weeks full pay + 13 weeks statutory adoption pay + 13 weeks unpaid (after qualifying period).
Paternity pay and leave	2 weeks full pay (after qualifying period).
Parental leave	Up to 18 weeks unpaid leave to a maximum of 4 weeks per year (pro rata for part-time staff) to spend a child up to the age of 18 (subject to eligibility criteria).

Flexible working	SRUC is willing to consider requests for flexible working arrangements, such as part time and home working, for all groups of staff (regardless of their family situations) (subject to eligibility criteria).
Childcare vouchers	The scheme allows all parents or carers to receive a proportion of their salary in childcare vouchers, which are exempt from tax and National Insurance. The vouchers are redeemable in whole or part for childcare services used can be used in a variety of places including nursery, after school clubs and holiday play schemes.
Give as You Earn	Employees can make donations to a chosen charity directly from pay, up to an annual limit and receive tax relief.

CULTURAL AND RELIGIOUS NEEDS

We respect the cultural and religious lives of our staff. If you need time away from work, or special facilities, and can give plenty of notice for arrangements to be made, this will always be considered.

STAFF DEVELOPMENT

SRUC is committed to providing the development and training necessary to ensure that all employees have the knowledge and skills required to fulfil their job roles effectively.

Staff development is of major importance to SRUC and accordingly, we try to provide every opportunity for future career development. This includes thorough induction into the organisation and regular reviews of learning and development needs.

SPONSORED EDUCATION

As a learning organisation, SRUC is committed to investing in its employees and accordingly may fund courses that that will lead to an externally recognised qualification such as an HNC, HND or equivalent, undergraduate/postgraduate degree qualification, where such a qualification will demonstrate benefits to both the organisation and the individual.

TRADE UNION

Trade Union representation is recognised by SRUC. You may be contacted by relevant unions once you commence employment with SRUC. Members of staff are free to decide whether or not to become members of a trade union.

ADDITIONAL

EXPENSES

No assistance can be given towards expenses incurred in taking up appointment.

Assistance will be given towards travel expenses for interview.

TRAVELLING AND SUBSISTENCE

Travelling and subsistence expenses incurred in connection with the duties of the post will be paid according to the reimbursement rates in effect.

DRIVING LICENCE

If a driving is an essential or a major part of your job role in SRUC, you must have a full current driving licence at all times. If the post requires you to drive a minibus then a D1 category will be required on your driving licence.

NO SMOKING POLICY

SRUC operates a 'No Smoking' policy.

EQUAL OPPORTUNITIES

EQUAL OPPORTUNITIES POLICY STATEMENT

It is the policy of SRUC to provide equality of opportunity for all applicants for employment and for all its employees.

This policy of equal opportunity will apply regardless of a person's gender, age, marital status, parental status, race, colour, nationality, ethnic origin, religious beliefs, HIV status, sexual orientation, gender identity, gender reassignment, transexualism or physical or mental disability, or any other inappropriate distinction.

SRUC is committed to the development and use of employment procedures and practices, which do not discriminate and which will provide genuine equality of opportunity for all employees.

DISABILITY POLICY STATEMENT

SRUC is committed to a positive and pro-active approach to people who have a disability/learning difficulty (e.g. a physical disability, sensory impairment, medical condition, learning difficulty or mental health condition). SRUC would seek to enable employees with any such disability/learning difficulty successfully to pursue their work in equality with all other employees, through recognition of the additional support they may need to achieve this.

SRUC is committed to the Disability Confident scheme which includes recognition of the Two Ticks Positive About Disability process and guarantees an interview to people with disabilities who meet the essential criteria for a job vacancy. Human Resources will monitor compliance with this commitment.

Please inform Human Resources if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job.

Although disabled applicants are not obliged to inform employers of their disability they will still be covered by the Equality Act 2010 once their disability becomes known.

STANDARD PRE-EMPLOYMENT CHECKS

When recruiting new staff we are required to ensure that the character and background of applicants are thoroughly assessed to maintain and implement an effective risk assessment and recruitment policy. We therefore take the following steps to vet any applicant:

1. REFERENCES

As part of the selection process references (employment and/or character) will be obtained on all potential new employees **prior to the commencement of employment**.

If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'.

We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) *you must state this explicitly alongside the details of the relevant referee(s)*.

We have the right to withdraw a conditional offer of employment if the references are unsatisfactory, or if we are unable to obtain a reference without good reason within a reasonable time period.

2. MEDICAL

As part of SRUC's employment process, we ask all successful candidates to complete a pre-employment medical questionnaire. The pre-employment medical questionnaire will be issued to the successful candidate at the offer stage. Please note that any offer of employment is conditional upon the completion of satisfactory completed pre-employment medical questionnaire.

The purpose of the pre-employment medical questionnaire is to ensure we fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure that the proposed employment does not present any risks from a medical point of view.

3. DISCLOSURE SCOTLAND

The successful applicant for this post will be subject to a Disclosure Scotland Report as to the existence and content of any criminal record (known as Basic disclosure) and any offer of employment will be subject to SRUC being satisfied with the outcome of the disclosure check.

SRUC may, following the check, terminate the contract with immediate effect if not satisfied with the suitability of the successful applicant for employment by reason of criminal record or antecedents. SRUC reserves the right to determine this issue at its sole discretion.

The relevant payment for Disclosure will be made by SRUC.

Application forms for Disclosure will be sent with the offer letter to the successful applicant. The form should then be completed in full and returned to Human Resources – we will then complete the necessary parts required by SRUC (including the payment details) for submission to Disclosure Scotland for processing.

Further information regarding disclosures and the Code of Practice and Explanatory Guide can be obtained from Disclosure Scotland's website at www.disclosurescotland.co.uk

APPLICATIONS

Applications from disabled applicants:

SRUC believes in equality of opportunity and freedom from discrimination for all its current and potential employees and strives to be a leader in the provision of this basic right and has accordingly made a commitment to improve employment opportunities for people with disabilities.

SRUC is an accredited member of the Department for Work and Pensions Disability Confident and Two Ticks 'Positive About Disabled People' schemes in recognition of our commitment to meet the essential five criteria regarding the employment, retention, training and career development of disabled employees. This means that SRUC has undertaken to guarantee an interview to all applicants with a disability who meet the essential requirements of the job as contained in the person specification and will take all reasonable steps to meet any special requirements individuals invited to interview may have.

Please let Human Resources know if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job.

Applications from Non-EU Nationals:

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

For academic and research vacancies, or posts that require very specialist skills we can apply for a work permit (although there is no guarantee that this will be granted) if there are no suitable EU candidates available to appoint. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)
- and
- (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

In the case of all other posts it is highly unlikely that a work permit would be granted, therefore if you are not currently eligible to work in the UK it is unlikely that we would be able to consider you for those posts.

Please refer to the Home Office website if you require further information on their work permit procedure/requirements at <http://www.ukba.homeoffice.gov.uk/workingintheuk/> or telephone

0114 207 4074 (the general enquiries line is open from 09.00 to 17.00, Monday to Friday, excluding public holidays.)

Completing the application form:

Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, which are detailed in these further particulars. We are happy to consider transferable skills or experience which you may have gained outside the context of paid employment or education.

On-line Applications:

You can apply online at <http://www.sruc.ac.uk/jobs>

In order to apply on-line you will need to register your details/create an account to be able to access the current vacancies and submit an electronic application.

We would recommend that electronic applications are sent at least 24 hours in advance of the deadline, to ensure there are no technical difficulties.

All Applications:

Reference **ACF/REES/019/21** should be quoted in all communications.

Closing Date: 15 August 2021

How will the information on the forms be used?

The information collected on the equal opportunities monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of SRUC's equal opportunities policy.

Your application form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential personnel file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

At all times the information will be held securely in accordance with the terms of the Data Protection Act 1998.

INTERVIEWS

Interviews:

Candidates selected for interview will be informed in writing of interview schedule and location.

Additional Interview Requirements:

You will be asked at a later stage whether you need us to make any adjustments for the interview.

If you wish to discuss any concerns about the application process and scheduling in this respect, please contact Human Resources at recruitment.team@sruc.ac.uk.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Details of the required documents will be sent to those candidates who are invited for interview and the relevant original documents must be brought along to the interview for checking and copying.

DISCLAIMER

These particulars are issued by Human Resources, SRUC, Edinburgh. They are intended to represent a description of the duties at the time of writing, although this accuracy cannot be guaranteed. SRUC reserves the right to vary these particulars or make no appointment at all. Neither in part nor in whole do these particulars form any contract between SRUC and any individual.

SRUC. A Charitable company limited by guarantee, SC003712. Registered in Scotland No SC103046